CPMG / KA / BG-GPO/13 / 2003-2005 ಸುವರ್ಣ ಕರ್ನಾಟಕ - 2006



ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು

ಸಂಪುಟ ೧೪೦	ಬೆಂಗಳೂರು, ಗುರುವಾರ, ಡಿಸೆಂಬರ್ ೦೮, ೨೦೦೫ (ಮಾರ್ಗಶಿರ ೧೭, ಶಕ ವರ್ಷ ೧೯೨೭)	ಸಂಚಿಕೆ ೪೮

ಭಾಗ-೪-ಎ

ರಾಜ್ಯದ ವಿಧೇಯಕಗಳ ಮತ್ತು ಅವುಗಳ ಮೇಲೆ ಪರಿಶೀಲನಾ ಸಮಿತಿಯ ವರದಿಗಳು, ರಾಜ್ಯದ ಅಧಿನಿಯಮಗಳು ಮತ್ತು ಅಧ್ಯಾದೇಶಗಳು, ಕೇಂದ್ರದ ಮತ್ತು ರಾಜ್ಯದ ಶಾಸನಗಳ ಮೇರೆಗೆ ರಾಜ್ಯ ಸರ್ಕಾರವು ಹೊರಡಿಸಿದ ಸಾಮಾನ್ಯ ಶಾಸನಬದ್ಧ ನಿಯಮಗಳು ಮತ್ತು ರಾಜ್ಯಾಂಗದ ಮೇರೆಗೆ ರಾಜ್ಯಪಾಲರು ಮಾಡಿದ ನಿಯಮಗಳು, ಹಾಗೂ ಕರ್ನಾಟಕ ಉಚ್ಚ ನ್ಯಾಯಾಲಯವು ಮಾಡಿದ ನಿಯಮಗಳು.

ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಸಚಿವಾಲಯ

ಅಧಿಸೂಚನೆ

ಸಂಖ್ಯೆ : ಅಪಜೀ 37 ಎಫ್‌ಡಿಸಿ 2005, ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 11ನೇ ಅಕ್ಟೋಬರ್ 2005

2005ರ ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ (2005ರ ಕೇಂದ್ರ ಕಾಯ್ದೆ ಸಂ: 22) ಸೆಕ್ಷನ್ 4(ಬಿ) ರಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಸಚಿವಾಲಯದ ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆಯ ಅರಣ್ಯ ವಿಭಾಗಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಕೈಪಿಡಿಯನ್ನು ಸಾರ್ವಜನಿಕರ ಮಾಹಿತಿಗಾಗಿ ಪ್ರಕಟಿಸಲಾಗಿದೆ.

ಎಸ್.ಆರ್. ವತ್ಸಲ
ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,
ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆ.

FOREST, ENVIRONMENT & ECOLOGY DEPARTMENT
(FOREST WING)
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Sl. No.	Particulars	
1)	Notification identifying the public authority under section 2(h) of the Right information Act.	
2)	Notification indicating the designation of the public information Officer, Assistant Public information Officer and Appellate Authority Under Section 5(1), 5(2) and 19(1) of the Right information Act.	
3)	Manuals under Section 4(1)(b) of the Right information Act. (i) Principal Secretary (FEE) (ii) Secretary (Forest) (iii) Deputy Secretary (Forest) (iv) internal Financial Adviser (v) Forest Services Section	

	(vi) Forest - A Section (vii) Forest - B Section (viii) Forest - C Section (ix) Forest - D Section (x) Forest - R & I Section	

ಅಧಿಸೂಚನೆ

ಸಂಖ್ಯೆ : ಅಪಜೀ 37 ಎಫ್‌ಡಿಸಿ 2005, ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 20ನೇ ಸೆಪ್ಟೆಂಬರ್ 2005

2005ರ ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ (2005ರ ಕೇಂದ್ರ ಕಾಯ್ದೆ ಸಂ: 22) ಸೆಕ್ಷನ್ 2(h) ರ ಅಡಿಯಲ್ಲಿ ಪ್ರದತ್ತವಾದ ಅಧಿಕಾರವನ್ನು ಚಲಾಯಿಸಿ ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆಯ ಅಧೀನದಲ್ಲಿ ಬರುವ ಅರಣ್ಯ ಇಲಾಖೆ ಹಾಗೂ ವಿವಿಧ ಸಾರ್ವಜನಿಕ ಉದ್ದಿಮೆ / ಪ್ರಾಧಿಕಾರಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಈ ಕೆಳಕಂಡಂತೆ "ಸಾರ್ವಜನಿಕ ಪ್ರಾಧಿಕಾರ" ಗಳನ್ನು ಗುರುತಿಸಿ ನೇಮಕ ಮಾಡಲಾಗಿದೆ.

ಕ್ರ.ಸಂ.	ಇಲಾಖೆಯ ಹೆಸರು	"ಸಾರ್ವಜನಿಕ ಪ್ರಾಧಿಕಾರ" ವಿವರ
1	ಕರ್ನಾಟಕ ಅರಣ್ಯ ಇಲಾಖೆ	ಪ್ರಧಾನ ಮುಖ್ಯ ಅರಣ್ಯ ಸಂರಕ್ಷಣಾಧಿಕಾರಿ, ಅರಣ್ಯಭವನ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು.
2	ಕರ್ನಾಟಕ ಅರಣ್ಯ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ	ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು, ಕರ್ನಾಟಕ ಅರಣ್ಯ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ, ವನವಿಕಾಸ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು.
3	ಕರ್ನಾಟಕ ರಾಜ್ಯ ಅರಣ್ಯ ಕೈಗಾರಿಕಾ ನಿಗಮ ನಿಯಮಿತ	ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು, ಕರ್ನಾಟಕ ರಾಜ್ಯ ಅರಣ್ಯ ಕೈಗಾರಿಕಾ ನಿಗಮ ನಿಯಮಿತ, ವನವಿಕಾಸ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು.
4	ಕರ್ನಾಟಕ ಗೇರು ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ	ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು, ಕರ್ನಾಟಕ ಗೇರು ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ, ಕೃಷ್ಣ ಟವರ್ಸ್, ಲೇಡಿಹಿಲ್ಸ್, ಮಂಗಳೂರು.
5	ಕರ್ನಾಟಕ ಮೃಗಾಲಯ ಪ್ರಾಧಿಕಾರ	ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿ, ಕರ್ನಾಟಕ ಮೃಗಾಲಯ ಪ್ರಾಧಿಕಾರ, ಶ್ರೀ ಚಾಮರಾಜೇಂದ್ರ ಮೃಗಾಲಯ, ಇಂದಿರಾನಗರ, ಮೈಸೂರು 570 010.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆದೇಶಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ,
ಎಸ್.ಆರ್. ವತ್ಸಲ
ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,
ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆ.

ಅಧಿಸೂಚನೆ

ಸಂಖ್ಯೆ : ಅಪಜೀ 37 ಎಫ್‌ಡಿಸಿ 2005, ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 20ನೇ ಸೆಪ್ಟೆಂಬರ್ 2005

2005ರ ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ (2005ರ ಕೇಂದ್ರ ಕಾಯ್ದೆ ಸಂ: 22) ಸೆಕ್ಷನ್ 5(1) ರ ಅಡಿಯಲ್ಲಿ ಪ್ರದತ್ತವಾದ ಅಧಿಕಾರವನ್ನು ಚಲಾಯಿಸಿ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು, ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆ ಇವರ ಕಚೇರಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಅರಣ್ಯ ವಿಷಯಗಳ ನಿರ್ವಹಣೆಗಾಗಿ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ-3, ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆ ಇವರನ್ನು "ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿ" ಎಂದು ನೇಮಕ ಮಾಡಲಾಗಿದೆ.

2005 ರ ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮದ ಸೆಕ್ಷನ್ 5(2)ರ ಅಡಿಯಲ್ಲಿ ಶಾಖಾಧಿಕಾರಿ, ಅರಣ್ಯ-ಎ ಶಾಖೆ ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆ ಇವರನ್ನು "ಸಹಾಯಕ ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿ" ಎಂದು ನೇಮಕ ಮಾಡಲಾಗಿದೆ.

2005 ರ ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮದ ಸೆಕ್ಷನ್ 19(1)ರ ಅಡಿಯಲ್ಲಿ ಸರ್ಕಾರದ ಅಪರ / ಸಹ / ಉಪ ಕಾರ್ಯದರ್ಶಿ, ಅರಣ್ಯ ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆ ಇವರನ್ನು ಈ ಕಾಯ್ದೆಯಡಿಯಲ್ಲಿ ಪ್ರದತ್ತವಾದ ಅಧಿಕಾರವನ್ನು ಚಲಾಯಿಸಲು "ಮೇಲ್ಮನವಿ ಪ್ರಾಧಿಕಾರ" ಎಂದು ನೇಮಿಸಲಾಗಿದೆ.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆದೇಶಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ,
ಫೈರೋಜಾ ಖಾನಂ
ಸರ್ಕಾರದ ಉಪ ಕಾರ್ಯದರ್ಶಿ, ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿಶಾಸ್ತ್ರ ಇಲಾಖೆ.

Information to Right to Information Act, 2005 – Principal Secretary to Government, Forest, Ecology & Environment Department

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Ecology and Environment Department, Principal Secretary to Government Establishment. Principal Secretary discharges the functions and duties as per Transaction of Business Rules. Principal Secretary has the overall responsibility to supervise, guide and dispose off the matters relating to both Forest Wing and Ecology and Environment Wing of FEE Dept. which are headed by separate Secretaries. Hence, all the information

	furnished by the Secretary (Forest) and Secretary (Ecology & Environment) in these columns are relevant to Principal Secretary. Therefore, no separate mention is made again.
ii) the powers and duties of its officers and employees;	1. Principal Secretary to Government attends to all matters pertaining to Forest, Ecology & Environment under the Supervision of Forest Minister. The Secretary (Forest), Secretary (Ecology & Environment), Deputy Secretary (Forest), Sr. Director (TC), Deputy Secretary & Internal Financial Adviser, Deputy Secretary & Head of Legal Cell and Scientific Officers process files and put up for orders of Principal Secretary. 2. Private Secretary - Assist the Principal Secretary in the disposal of receipts and files received from all the wings of Forest, Ecology and Environment Department. Fix the programmes and meetings as per the instructions of the Principal Secretary. Make necessary arrangements for Principal Secretary's tours within the State as well as outside the State. Attend the visitors, telephone calls, send/receive emails, etc. 3. Stenographer – Works as PA to Principal Secretary and provides secretarial assistance. Preserving and maintaining in confidential records and other papers in the personal custody of the officer. 4. Assistant – Receives and sends the tappals and files to the concerned, assists other staff and Private Secretary in disposing of the personal establishments works. 5. Jamedar – Attends to Group 'D' employee work. 6. Dalayat – Attends to Group 'D' employee work. 7. Driver – Does the duties of driving of official car.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	As given by Secretary (Forest) and Secretary (Ecology & Environment)
iv) the norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions.
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	As given by Secretary (Forest) and Secretary (Ecology & Environment)
vi) a statement of the categories of documents that are held by it or under its control;	As given by Secretary (Forest) and Secretary (Ecology & Environment)
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.
viii) a statement of the boards, councils, committees and other bodies consisting of two or	Not applicable.

more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	
ix) a directory of its officers and employees;	Principal Secretary, Forest, Ecology & Environment Department. Secretary (Forest) and Secretary (Ecology & Environment) and all their staff as given by them. Private Secretary Personal Assistants Assistant Jamedar Dalayat Driver
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	Gross Salary 1) Shri K.M. Shivakumar Principal Secretary -- 46,631/- 2. Shri K.Gangaiah Private Secretary 21,011/- 3. Shri G.Chandrashekaraiah Personal Assistant 12,561/- 4. Smt. M.Bharathi Devi Personal Assistant 13,041/- 5. Shri Eranna Assistant 8,600/- 6. Shri H.Shamanna, Jamedar 5,770/- 7. Shri Chennappa, Dalayat 6,900/- 8. Shri Hanumappa Driver 6,200/-
xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable

xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
xvi) the names, designations and other particulars of the Public Information Officers;	**Forest Wing** Under Secretary to Govt. Forest(A), Public Information Officer. Section Officer, Forest (A), Assistant Public Information Officer. **Ecology & Environment Wing** Public Information Officers 1. Under Secretary to Govt. (Environment). 2. Programme Co-coordinator, Indo Norwegian Environment Programme related matters. Assistant Public Information Officers: 1. Section Officer (Environment-A) Section Section Officer (Environment-B) Section
xvii) such other information as may be prescribed.	-----

Information to Right to Information Act, 2005
Secretary (Forest) Establishment

Manuals	Answers
(i) the particulars of its organization, functions and duties	Forest, Ecology and Environment Department Secretary to Government (Forest) Establishment Secretary(Forest) discharges the functions and duties as per Transaction of Business Rules, the personal staff assists the Secretary Organisations: 1.Karnataka Forest Department 2.Karnataka Forest Devt.Corporation Ltd. 3.Karnataka Cashew Devt.Corporation Ltd. 4.Karnataka Forest Industries Devt.Corpn.Ltd. 5.Mysore Match Company Ltd. – under closure 6.Karnataka Pulpwood Ltd. – under closure 7.Karnataka State Veneers Ltd. – under closure 8.Zoo Authority of Karnataka
(ii) the powers and duties of its officers and employees;	1.Secretary to Government (Forest) – attends to all matters pertaining to forest and wildlife; under the supervision of Forest Minister and Principal Secretary, Forest & Environment. The Dy.Secretary(Forest), Dy.Secy.& Internal Financial Adviser and Dy.Secy.& Head of Legal Cell process the files and put up for orders of Secretary (Forest) 2.Senior Stenographer – works as Senior PA to Secretary(Forest), provides secretarial assistance, arranges to send tappals and files to the concerned, maintains itenary of Secy.(F), attends to phone calls, and discharges the work entrusted by Secy(F) 3.Stenographer – works as PA to Secy(F), provides secretarial assistance, prepares DC bills, attends phone calls and discharges the work entrusted by Secy(F)

	4.Translator (Senior Assistant) – works as PA to Secy(F), sorts out tappals & files received and submits to Secy(F) and assists in disposing of files, maintains personal files of Secy(F), attends to phone calls, guides the visiting public and discharges the work entrusted by Secy(F) 5. Junior Assistant – receives and sends the tappals and files to the concerned, assists other staff and Secy(F) in disposing the personal establishment works 6. Jamedar – attends to Group 'D' employee work 7. Dalayat – attends to Group 'D' employee work 8. Driver – does the functions of driving of official car
(iii) the procedure to be followed in the decision making process, including channels of supervision and accountability;	All proposals received from Forest Department, KFDC, KSFIC, KCDC, ZAK, KPL, KSVL and MMC will be processed in the Dept. in accordance with the relevant procedures, Acts and rules. Decisions are taken keeping in mind the policies formulated by the Government in implementation of various schemes and projects. Proposals requiring approval of Principal Secretary, FEE, Forest Minister, Chief Minister, Cabinet will also be processed and submitted for orders. After decision at higher levels, action will be taken to issue necessary letters, Govt orders, notifications etc.
(iv) the norms set by it for the discharge of its functions;	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions
(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	1.Karnataka Forest Act, 1963 2.Karnataka Forest Rules, 1964 3.Forest (Conservation) Act, 1980, Rules & Guidelines 4.Wildlife Preservation Act,1972 5.Wildlife (Preservation)(Karnataka) Rules, 1973 6.Karnataka Preservation of Trees Act,1976 7.Karnataka Preservation of Trees Rules,1977 8.Karnataka Forest Manual
(vi) a statement of the categories of documents that are held by it or under its control;	Usually no documents are held in Secretary (F) establishment – all tappals, files, notes etc. received will be sent to the concerned to put up for further orders and will be sent to higher authorities for obtaining orders
(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	When any new Act is to be introduced or the existing Act or Rules to be amended, objections are called from the public likely to be affected, examined and decisions are taken in consultation with Law Department. If found necessary, members of the public are invited for discussion
(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of the advise, and as to whether meetings of those boards, council, committees and other bodies are open to the public,	JBIC - not open to public

or the minutes of such meetings are accessible for public;	
(ix) a directory of its officers and employees;	1.Sri M H A Shaikh, Secretary (Forest) 2.Sri D R Ashoka, Senior Stenographer 3.Smt. G Sudha, Stenographer 4.Sri Mariyappa, Translator(Sr.Asst.) 5.Sri R Shivakumar, Junior Assistant 6.Sri B.Chunchappa, Jamedar 7.Sri C Krishna, Dalayat 8.Sri B.H.Shivananje Gowda, Driver(OOD from Forest department)
(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	1.Sri M H A Shaikh Rs.43,563 2.Sri D R Ashoka Rs.13,770 3.Smt. G Sudha Rs.12,021 4.Sri Mariyappa Rs.11,000 5.Sri R Shivakumar Rs. 6,400 6.Sri B.Chunchappa Rs. 7,010 7.Sri C Krishna Rs. 6,175 8.Sri B.H.Shivananje Gowda Rs. 7,500- drawn from Forest Dept.
(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
(xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
(xvi) the names, designations and other particulars of the Public Information Officers;	Section Officer, Forest-A Section Forest, Ecology & Environment Dept.
(xvii) such other information as may be prescribed; and thereafter update these publications every year;	Not applicable

Information to Right to Information Act, 2005 (Deputy Secretary Establishment)

Manuals	Answers
i) The particulars of its organisations, functions and duties	**Forest, Ecology and Environment Department** **Deputy Secretary to Government (Forest & Co-ordination) Establishment** Deputy Secretary (Forest & Co-ordination) discharges the functions and duties as per Transaction of Business Rules, the personal staff assists the Deputy Secretary. Deputy Secretary looks after the affairs of 1. Karnataka Forest Department 2. Karnataka Forest Development Corporation 3. Karnataka Cashew Development Corporation 4. Karnataka State Forest Industries Corporation 5. Mysore Match Company 6. Karnataka Pulpwood Limited 7. Karnataka veneers Limited 8. Zoo Authority of Karnataka
ii) The powers and duties of its officers and employees	**Duties and Responsibilities of the Deputy Secretary** Assisting the Principal Secretary and Secretary concerned with the Departments indicated at (i) above **Duties and Responsibilities of Personal Assistant** 1. Assist the Deputy Secretary in discharging of her functions and responsibilities 2. Handle all telephone call and maintain the programmes of the Deputy Secretary 3. Handle all Sectional work like taking dictation, typing of D.O. Letters, handle all the incoming and outgoing Files and tappal, etc 4. Prepare all types of reports, T.A.Bill. D.C. Bill, etc. **Duties and Responsibilities of Junior Assistant** 1. Receive the tappals and files and sending to section and other Department through FMS and LMS 2. Handle the telephone calls
iii) The procedure followed in the decision making process, including channels of supervision and accountability	All proposals received from Forest Department, KFDC, KSFIC, KCDC, KPL, KSVL, MMC and ZAK are processed in the Dept. in accordance with the relevant procedures, Acts and Rules. Decisions are taken keeping in mind the policies formulated by the Government in implementation of various schemes and projects. Proposals requiring approval of Secretary, Principal Secretary, FEE, Forest Minister, Chief Minister, Cabinet will also be processed and submitted for orders. After decision at higher levels, action will be taken to issue necessary letters, Govt. Orders, Notification, etc. Business is carried by following Acts and Rules of the Department in accordance with the instructions under the Secretariat Manual of Office Procedure. Regarding channels of supervision and delegation of powers orders have been issued vide O.M. No.FEE 116 CRS 2001 dated 4.12.2002.
iv) The norms set by it for the discharge of its functions	As per the norms prescribed in Transaction of Business Rules of Government of Karnataka and other standing instructions
v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions	Forest wing of Forest, Ecology and Environment Department is entrusted with the work of enforcement of the following Acts and Rules: 1. The Karnataka Forest Act, 1963 2. The Karnataka Forest Rules, 1964 3. The Forest (Conservation) Act, 1980 & Rules and Guidelines 4. The Wildlife Protection Act, 1972 5. The Wildlife (Protection) (Karnataka) Rules, 1973 6. The Karnataka Preservation of Trees Act, 1976

	7. The Karnataka Preservation of Trees Rules, 1977 8. The Karnataka Forest Manual
vi) A statement of the categories of documents that are held by it or under its control	Receipts and Files
vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof	Not applicable
viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	Not applicable
ix) A directory of its officers and employees	Fairoza Khanam, Dy,. Secretary 22092324 22353958 R.Vijaya, stenographer M.G. Shahanawaz Husain, Jr.Asst. } 22353958 Kempamma, Dalayat
x) The monthly remuneration received by each of officers and employees including system of compensation as provided in its regulations	Fairoza Khanam, Dy,. Secretary Rs. 23,600/- R.Vijaya, stenographer Rs. 11,986/- M.G.Shahanawaz Husain, Jr.Asst. Rs. 6,055/- Kempamma, Dalayat Rs. 5,635/-
xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Not applicable (done by DPAR)
xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not applicable
xiii) Particulars of recipients of concessions, permits or authorizations granted by it	Not applicable
xiv) Details in respect of the information, available to or held by its, reduced in an electronic form	Not applicable

xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	Not applicable
xvi) The names, designations and other particulars of the Public Information Officer	Appellate Authority of Forest Wing of Forest, Ecology and Environment Department under Right to Information (Central) Act, 2005 and Karnataka Right to Information Act, 2000
xvii) Such other information as may be prescribed	Not applicable

Information to Right to Information Act, 2005
(I.F.A. – A & B Sections)

Manuals	Answers
i) the particulars of its organizations, functions and duties;	I.F.A., Forest, Ecology and Environment Department comprises of the following: **(a) Personal Staff of IFA (no. of sanctioned posts)** a) P.A. 1 b) Group 'D' 1 **(b) I.F.A. 'A' Section** a) Section Officer 1 b) Senior Asst. 1 c) Assistants 2 (1 post vacant) d) Typist 1 e) Junior Asst. 1 **(c) I.F.A. 'B' Section** a) Section Officer 1 b) Senior Asst. 1 c) Assistant 1 d) Typist 1 (vacant) e) Junior Asst. 1 (vacant) f) Group 'D' 1
ii) the powers and duties of its officers and employees;	The Deputy Secretary and I.F.A. will discharge the duties and responsibilities as envisaged vide Notification No.FD 24 BUD 81, dt.15.07.83 and Circular No.FD 16 BUD 2003, dt.09.07.03. The wing tender the opinion / advise / concurrence relating to the files received from Administrative sections of F.E.E. Department in respect of the following: (1) Finance (2) Budget (3) K.T.T.P. Act (4) Service Matters (5) Plan and Non-plan Schemes Under Secretary - Not Sanctioned **I.F.A. "A" Section:** **Duties and Responsibilities of the Section Officer:** Discharges the duties and responsibilities as prescribed in paras 24 and 25 of Secretariat Manual of Office Procedure. **Duties and Responsibilities of the Senior Assistant / Assistant:** Discharges the duties and responsibilities as envisaged vide paras 26 of Secretariat Manual of Office Procedure.

Shri. Boraiah, Senior Asst.

Process of the files for tendering the advise / opinion / concurrence relating to finance / budget / service matters / technical matters of the administrative sections of Forest Departments.

Shri. Ramesh, Assistant

Process of the files for tendering the advise / opinion / concurrence relating to finance / budget / service matters / technical matters of the administrative sections of Co-operation Department.

Matters relating to preparation of DMTFP reports and Budget Performance Reports.

Matters relating to organizing of MMR meetings, issue of State Tender Bulletins as per KTPP Act and Rules.

Matters relating to KTPP Act and Rules.

Matters relating to conducting of meetings of Departmental Evaluation Committee (Evaluation of Plan Schemes).

Smt. Yashoda, Assistant

Process of the files for tendering the advise / opinion / concurrence relating to finance / budget / service matters / technical matters of the administrative sections of Ecology and Environment Department.

Dairising of Receipts and files of F.E.E. Dept., quarterly / half-yearly inspection reports.

Duties and Responsibilities of the Junior Assistant:

Discharges the duties and responsibilities as envisaged vide paras 27 of Secretariat Manual of Office Procedure.

Duties and Responsibilities of the Stenographer:

Discharges the duties and responsibilities as envisaged vide paras 28 of Secretariat Manual of Office Procedure.

Duties and Responsibilities of the Typist:

Discharges the duties and responsibilities as envisaged vide paras 29 of Secretariat Manual of Office Procedure.

Taking dictations from DS and IFA in exigency cases.

Duties and Responsibilities of the Section Officer:

I.F.A. "B" Section:

Discharges the duties and responsibilities as prescribed in paras 24 and 25 of Secretariat Manual of Office Procedure.

Duties and Responsibilities of the Senior Assistant / Assistant:

Discharges the duties and responsibilities as envisaged vide paras 26 of Secretariat Manual of Office Procedure.

Smt. Sharada L., Senior Asst.

Process of the files relating to administrative sections of Forest, Ecology and Environment Department in respect of C & AG Reports, Public Accounts Committee, Appropriation and Finance Accounts, Audit Paras and process and preparation of Budget Estimate for Appendix – B of 12 Districts.

Sri. Sreekanta, Senior Assistant

Process of the files relating to administrative sections of Forest, Ecology and Environment Department in respect of Draft Comments, Draft Paras and Draft Review Paras and follow up actions.

Preparation of Budget Estimate for Appendix – B of 15 Districts.

Scrutiny of Budget Proposals relating to plan estimates and forwarding to Finance Dept.

Sri. Satish, Assistant :

Process of the files relating to administrative sections of Forest, Ecology and Environment Department Local Audit Committee Reports, Inspection reports.

	Organizing of Ad-hoc Committee meetings relating to LARs and IARs. Organising of Departmental Audit Committee meetings (Draft Review Paras). Preparation of papers for Appex Audit Committee under the chairmanship of Chief Secretary.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1. As soon as the receipt is received from the Junior Assistant, the caseworker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history. 2. The Section Officer will see all incoming tappal and pass it on to the staff attached to them for taking necessary action regarding dairising, adding them on to the existing files / opening new files and noting movements. He will indicate priority where necessary, for putting up papers. He will also put up important references to higher authorities at the state, where it is considered necessary to bring it to their notice. 3. The Section Officer will after obtaining files from their staff, examine the papers along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine the line of action. 4. If the line of action proposed is with his competence, he will proced to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	--
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	KCSR, KFC, MCE, Budget Manual, KTPP Act, Service Manual, CCA Rules, Medical Attendance Rules, Forest Account Code, Forest Manual, Conservation of Forest Act, Revenue Manual, Annual Budget Documents and General Delegation of Financial Powers both HOD and Secretaries etc.,
vi) a statement of the categories of documents that are held by it or under its control;	Receipts / file registers, Performance budget, DMTFP Report, Annual Reports of the Department, Budget Documents.
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Receipts / file registers, Performance budget, DMTFP Report, Annual Reports of the Department, Budget Documents, Guard files, Data Bank and extract of Endorsements relating to important decisions and references etc.
viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meetings are accessible for public;	Ad-hoc Committee in respect of Audit Paras Departmental Audit Committee under chairmanship of Principal Secretary, F.E.E. Dept. Departmental Evaluation Committee for finalizing the evaluation of schemes.

<table>
<tr><td>ix) a directory of its officers and employees;</td><td>DS and IFA, FEE Dept - 22281125
22032106
Section Officer, IFA – A Sec. – 22032699
Section Officer, IFA – B Sec. – 22032466</td></tr>
<tr><td>x) the monthly remuneration received by each of officers and employees including system of compensation as provided in its regulations;</td><td><u>IFA – A Section</u>:
Sri. N. ChandraKumar, DS & IFA, - Rs.21000/-
Smt. Vijaya lakshmi, Section Officer - Rs.16508/-
Smt. Gayathri, Stenographer - Rs.11325/-
Sri. Boraiah, Senior Asst. - Rs.13620/-
Sri. Ramesh, Assistant (OOD) - Rs.4700/-
Smt. V. Yashoda, Assistant - Rs.9535/-
Assistant (1 post) - Vacant -
Junior Asst. (1 post) - Vacant -
Sri. M.V. Mahendra, Typist - Rs.5605/-
Smt. Gangamma, Peon - Rs.6100/-
<u>IFA – B Section</u>:
Smt. Chandravathi, Section Officer - Rs.16990/-
Smt. Sharada, Senior Asst. - Rs.10806/-
Sri. Shrikanta, Assistant - Rs.10806/-
Sri. Satish, Assistant - Rs.8860/-
Junior Asst. (1 post) - Vacant -
Typist (1 Post) - Vacant -
Sri. Krishnappa, Jamedar - Rs.6976/-</td></tr>
<tr><td>xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made;</td><td>(Rs. in lakhs)
<table>
<tr><td></td><td colspan="3">Allocation</td></tr>
<tr><td>Department</td><td>Plan</td><td>Non-plan</td><td>Total</td></tr>
<tr><td>Forest Dept.</td><td>2892.74</td><td>15992.93</td><td>18885.67</td></tr>
<tr><td>Ecology & Environment Dept.</td><td>4680.81</td><td>15992.93</td><td>20673.74</td></tr>
<tr><td></td><td colspan="3">Expenditure</td></tr>
<tr><td>Department</td><td>Plan</td><td>Non-plan</td><td>Total</td></tr>
<tr><td>Forest Dept.</td><td>4734.11</td><td>13817.06</td><td>18551.17</td></tr>
<tr><td>Ecology & Environment Dept.</td><td>3105.00</td><td>--</td><td>3105.00</td></tr>
</table></td></tr>
<tr><td>xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;</td><td>Not Applicable</td></tr>
<tr><td>xiii) particulars of recipients of concessions, permits or authorizations granted by it;</td><td>Not Applicable</td></tr>
<tr><td>xiv) details in respect of the information, available to or held by it, reduced in an electronic form;</td><td>Not Applicable</td></tr>
<tr><td>xv) the particulars of facilities available to citizens for</td><td>Not Applicable</td></tr>
</table>

obtaining information including the working hours of a library or reading room, if maintained for public use;	
xvi) the names, designations and other particulars of the Public Information Officers;	Section Officers of both IFA 'A' and 'B' Sections
xvii) such other information as may be prescribed;	Not Applicable

Information to Right to Information Act, 2005
(Forest-Services)

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Environment & Ecology Department (Forest- Services)
ii) the powers and duties of its officers and employees;	To deal with all Service matters pertaining to Class- I and Class-II Officers of Forest Department except the cases in which the powers have been delegated to the Principal Chief Conservator of Forests, Bangalore. **Duties and Responsibilities of the Under Secretary** 1. The Under Secretary disposes of at his level, such cases as authorized under the delegation of powers. 2. The Under Secretary examines and initiates noting at his level and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Under Secretary supervises the work of all the subordinate staff under his control and will discharge duties and responsibilities as envisaged in the Secretariat Manual . 4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. (Presently Under Secretary post is Vacant) **Duties and Responsibilities of the Section Officer** 1. The Section Officer submits the cases to the Under Secretary with his note/opinion for taking decision on the subject. 2. The Section Officer examines and initiates noting at his level and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Section Officer also prepares notes and replies in respect of matters which are of urgent in nature. 4. The Section Officer supervises the work of all the subordinate staff in his group and will discharge duties and responsibilities as envisaged in the Secretariat Manual . 5. The Section Officer is responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. **Duties and Responsibilities of Senior Assistant/Assistant**: 1. The Officials help the Section Officer in quick and efficient disposal of cases. The Official should show initiative and

	intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant records, material, maintain up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions. 2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc. 3. Submission of receipts with the material collected duly referenced and arranged to the Section Officer within five days. 4. Putting up of files, timely issue of reminders with standard draft wherever necessary etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his functions, preparing Statements, consolidating information etc., 7. To exercise the duties / responsibilities to be instructed by the Higher Authorities. **Duties & Responsibilities of Junior Assistant**: The Junior Assistant is entrusted with the routine duties of maintaining prescribed registers, dispatching and recording of cases. In addition, Junior Assistant should assist the Assistant/Senior Assistant and the Section Officer in the preparation of statements and periodical returns, issue of reminders and comparing fair copies. To receive the Tappals and Letters and give them to the respective Senior Assistant / Assistant duly obtaining the acknowledgement. He shall also do the Letter monitoring and File Monitoring of the Receipts and Files. **Duties & Responsibilities of Stenographer and Typist**: **Duties & Responsibilities of Stenographer** 1) Assist the Under Secretary in discharging of her/his functions and responsibilities. 2) Taking dictation in Shorthand and its transcription in the best manner possible. 3) Preserving and maintaining in confidential records and other papers in the personal custody of the officer 4) Typing of D.O. Letters handle the incoming and out going files and tappal. etc., **Typists**: The Typist will attend all typing work of the section.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1. As soon as the receis received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort out them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history. 2. The Section officer sees all incoming tappal and pass it on to the staff attached to him for taking necessary action for diarising / adding them on to the existing files/opening new files and noting movements. He will indicate priority wherever necessary. He will also put up important references to higher authorities . 3. The Section officer, on the files, submitted to him by the case workers, shall examine the contents of the proposal with

	reference to Rules, Procedure, Standing Orders, Precedents and Policies of the Government and suggest the course of action. 4. If the line of action proposed is with his competence, he will proceed to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	-
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Generally the procedure laid down in Secretariat Manual is being followed; while putting up the files. However the Rules / Circulars / Standing Orders issued by the Finance Department and D.P.A.R. and other Departments from time to time are also adhered to.
vi) a statement of the categories of documents that are held by it or under its control;	Receipts/Files, annual reports of the Department, important project proposal sent by the Principal Chief Conservator of Forests.
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.
viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Not applicable.
ix) a directory of its officers and employees;	Section Officer, Forest -Services - 22032102 (office) Senior Assistant- Assistant Assistant Junior Assistant
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	Under Secretary - Vacant Vadagave Basavarj - S.O. - 13, 820-00 Pathalingaiah , Sr. Asst., - 12,340-00 S.R. Basvarajaiah, Asst., - 9,289-00 Hanumanthaiah B. Asst., - 10,260-00 Mala Farnandes , Asst., - 9,620-00 Prema S.H. , Steno, - 9,420-00

	Chikkanna , V. Jr. Asst., - 8,006-00 A.R. Amaravathi , Typist - 6,280-00
xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
xvi) the names, designations and other particulars of the Public Information Officers;	1) Under Secretary-3, Forest, Environment & Ecology Department. - Public Information Officer 2) Section Officer , Forest-A, Forest, Environment & Ecology Department - Assistant Public Information Officer.
xvii) such other information as may be prescribed.	-

Information to Right to Information Act, 2005 (Forest-A)

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Environment & Ecology Department (Forest Wing) – (A Section)
ii) the powers and duties of its officers and employees;	To deal with the matters pertaining to Principal Chief Conservator of Forests (Wildlife), Wildlife wing, National Parks and Sancturies, matter pertaining to Karnataka Forest Development Corporation, Karnataka State Forest Industries Corporation, Karnataka Cashew Development Corporation, KSVL, KPL, & MMC, ZAK. **Duties and Responsibilities of the Under Secretary** 1. The Under Secretary disposes at his level, such cases as authorized under the delegation of powers. 2. The Under Secretary examines and initiates noting at his level and deals with other cases in according with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Under Secretary supervises the work of all the subordinate staff in his group and discharges duties and responsibilities as envisaged in the Secretariat Manual .

	4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. **Duties and Responsibilities of the Section Officer** 1. The Section Officer submits the cases to the Under Secretary with his note/opinion for taking decision on the subject. 2. The Section Officer examines and initiate noting at his level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Section Officer also prepares replys in respect of matters which are of urgent nature. 4. The Section Officer supervises the work of all the subordinate staff in his group and discharges duties and responsibilities as envisaged in the Secretariat Manual . 5. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. **Duties and Responsibilities of Senior Assistant/Assistant**: 1. The Officials help the Section Officer in quick and efficient disposal of cases allocated. The Official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions. 2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc., 3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days. 4. Putting up of files, timely issue of reminders with standard draft wherever necessary etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his functions, preparing Statements, consolidating information etc., 7. Other duties, responsibilities instructed the officials by the higher authorities. **Duties & Responsibilities of Junior Assistant**: The Junior Assistant is entrusted with the routine duties of maintaining prescribed registers, dispatching and recording of cases. In addition, Junior Assistant should assist the Assistant/Senior Assistant and the Section Officer in the preparation of statements and periodical returns, issue of reminders and comparing fair copies. **Duties & Responsibilities of Stenographer**: The Stenographer attends to dictation, and transcription work and typing work entrusted by Under Secretary. **Duties & Responsibilities of Typist**: The Typist attends all typing work of the section.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1. As soon as the receipt is received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists,if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history. 2. The Section officer will see all incoming tappal and pass it on to

	the staff attached to them for taking necessary action regarding diarising, adding them on to the existing files/opening new files and noting movements. He will indicate priority where necessary, for putting up papers. He will also put up important references to higher authorities at the stage, where it is considered necessary to bring it to their notice. 3. The Section officer will after obtaining files from their Staff, examine the papers along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine the line of action. 4. If the line of action proposed is with his competence, he will proced to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	-
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Regarding financial delegation powers issued by the Forest, Ecology & Environment Department, Finance Department and other guidelines issued by the D.P.A.R. and other Departments.
vi) a statement of the categories of documents that are held by it or under its control;	Receipts/Files, audit paras of the Department, Annual reports, Audit reports of the KFDC, KSFIC, KCDC, ZAK, KSVL, KPL etc.
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.
viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	KFDC, KSFIC, KCDC, ZAK. Not open to the Public
ix) a directory of its officers and employees;	Under Secretary, Forest -A - 22032443 Section Officer, Forest - A - 22032018 Sri. H.M. Mallikarjuna Swamy, Under Secretary. Sri. M.F.Yaragoppa, Section Officer Sri Narayan, Sr.Asst. Smt. Jayamma, Asst. Sri. Ravikumar, Jr. Asst. Kumari. S.Jalajakshi, Steno

	Kumari. Kavitha Typist Sri. Chandrappa Dalayat
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	Salary Sri. H.M. Mallikarjuna Swamy, Under Secretary. Rs. 12,891/- Sri. M.F.Yaragoppa, Section Officer Rs. 17,912/- Sri Narayan, Sr.Asst. Rs. 9,982/- Smt. Jayamma, Asst. Rs. 10,756/- Sri. Ravikumar, Jr. Asst. Rs. 7,406/- Kumari. S.Jalajakshi, Steno Rs. 7,860/- Kumari. Kavitha Typist Rs. 6,280/- Sri. Chandrappa Dalayat Rs. 2,645/-
xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
xvi) the names, designations and other particulars of the Public Information Officers;	1) Under Secretary -3, Forest -A, as P.I.O. 2) Section Officer, Forest –A, as A.P.I.O.
xvii) such other information as may be prescribed.	-

Information to Right to Information Act, 2005 (Forest-B)

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Environment & Ecology Department (Forest -B Section)
ii) the powers and duties of its officers and employees;	To deal with the following subjects:- 1. Allotment of Minor forest produce and matters relating thereto. 2. Allotment of sandalwood, white chips etc., to artisans KSHDC LTD. / and others. 3. Disposal of Bamboos and cane in excess of the powers vested with the PCCF. 4. Matters pertaining to the Karnataka Preservation of Trees Act like felling permission, Malki value fixation and other matters.

5. Extension of time for acceptance of payment of balance amount of bid amount and for release of wood from Government Depots.
6. Amendments to all Acts and Rules relating to Forest Department.
7. Entrustment of logging works to Co-operative Societies/Government Companies/Corporations.
8. Matters pertaining to Forest offences.
9. Allotment of Wood to Organisations and religious Institutions at concessional rates as per rules.
10. Notifications under section 4 and 17 of Karnataka Forest Act and denotification of Forest land.

Duties and Responsibilities of the Under Secretary

1. The Under Secretary will dispose off at his level such cases as authorized under the delegation of powers issued by the Government from time to time.

2. The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules 1977 and other instructions issued from time to time.

3. The Under Secretary will supervise the work of all the subordinate staff in his Section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure.

4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him.

Duties and Responsibilities of the Section Officer

1. The Section Officer will submit the cases to the Under Secretary with his note/opinion for taking decision on the subject.
2. The Section Officer will examine and initiate noting at his level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions.
3. The Section Officer will also prepare replies in respect of matters which are of urgent in nature.
4. The Section Officer will supervise the work of all the subordinate staff in his Section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure.
5. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him.

Duties and Responsibilities of Senior Assistant/Assistant:

1. The Officials will help the Section Officer in quick and efficient disposal of cases allocated to the section. The Official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions, Precedent cases etc.

2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,

3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days.

	4. Putting up of files, timely issue of reminders with standard draft wherever necessary etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his functions, preparing Statements, consolidating information etc., 7. other duties, responsibilities instructed the officials by the higher authorities. **Duties & Responsibilities of Junior Assistant**: The Junior Assistant is entrusted with the routine duties of maintaining prescribed registers, movement of files and receipts, dairaising of letters/ receipt and dispatching of letters and recording of cases. In addition, Junior Assistant should assist the Assistant/Senior Assistant and the Section Officer in the preparation of statements and periodical returns, issue of reminders and comparing fair copies. **Duties & Responsibilities of Typist/Stenographers**: Stenographer will attend to the work of movement of files / receipts, taking dictation, typing and all other work entrusted to him by his Officer superior. The Typist will attend to all typing work of the section and other work entrusted by the Section Officer.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1. As soon as the receipt is received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not, he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history. 2. The Section officer will see all incoming tappal and pass it on to the staff attached to him for taking necessary action for diarising / adding them on to the connected files/opening new files and noting movements. He will indicate priority wherever necessary. He will also put up important references to higher authorities wherever it is considered necessary. 3. The Section officer, on receipt of the files submitted to him by the case workers shall examine the contents of the proposals with reference to Rules, procedures, precedent cases, standing orders, and policies of the Government and suggest the course of action. He shall also place on the file, copies of such relevant orders etc. for perusal of the superior Officers. 4. If the line of action proposed is within his competence, he will proceed to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	-
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Karnataka Forest Act and Rules, Karnataka Forest Manual. and other important orders/guidelines issued by the Finance Department/ D.P.A.R./ Law Department/DPAL.
vi) a statement of the categories of documents that are held by it or under its control;	Receipts/Files, Acts and Rules, Departmental Manuals etc. of the Department and the Standing Orders of the Finance Department/DPAR/LD and DPAL

vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.
viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Not applicable.
ix) a directory of its officers and employees;	Under Secretary, Forest-B & RI - 22032355(Office) Steno/PA to Under Secy. - 22032355 Section Officer, Forest – B - 22032023 (office) Senior Assistant - 22032023 (office) Assistants - 22032023 (office) Junior Asst/Typist - 22032023 (office) Dalayath - 22032023 (office)
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	**Name of the Officers and staff** **Salary** Smt. K.V. Jayalakshmi, Under Secy., - Rs. 18,380-00 Sri. B. Shankarappa , Section Officer - Rs. 13,316-00 Sri. Nagaraja Erakuppi, Sr. Assistant - Rs. 13,670-00 Smt.K.V.Rajeshwari, Stenographer - Rs. 8,346.00 Sri. G.S.Prakash, Asst. - Rs. 10,060-00 Sri Anjaneyulu, Asst. - Rs. 7,826-00 Sri Anjanappa, Jr. Asst - Rs. 7,901-00 Typist (Vacant) Smt. Anjanamma, Dalayat - Rs. 5,500-00
xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable

xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
xvi) the names, designations and other particulars of the Public Information Officers;	Section Officer, Forest -A Section, Forest, Environment & Ecology Department.
xvii) such other information as may be prescribed.	-

Information to Right to Information Act, 2005 (Forest-C)

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Environment & Ecology Department (Forest Wing) – (C Section)
ii) the powers and duties of its officers and employees;	To deal with proposals relating to diversion of forest land under Forest (Conservator) Act, 1980 for non forestry purposes and all related matters and giving temporary working permissions in case of mining (All stages). Proposals related to encroachments in forest lands, C&D class lands, unauthorized cultivations, land Bank Matters etc., Permissions for usage of forest land for holding rallies etc., Rehabilitation proposals relating to displaced persons due to NPs, Wildlife sanctuaries, or forest lands. **Duties and Responsibilities of the Under Secretary** 1. The Under Secretary will dispose at his level, such cases as authorized under the delegation of powers. 2. The Under Secretary will examine and initiate noting at his level and deal with other cases in according with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Under Secretary will supervise the work of all the subordinate staff in his group and will discharge duties and responsibilities as envisaged in the Secretariat Manual . 4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. **Duties and Responsibilities of the Section Officer** 1. The Section Officer will submit the cases to the Under Secretary with his note/opinion for taking decision on the subject. 2. The Section Officer will examine and initiate noting at his level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Section Officer will also prepare replies in respect of matters which are of urgent in nature. 4. The Section Officer will supervise the work of all the subordinate staff in his group and will discharge duties and responsibilities as envisaged in the Secretariat Manual . 5. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. **Duties and Responsibilities of Senior Assistant/Assistant**: 1. The Officials will help the Section Officer in quick and efficient disposal of cases allocated. The Official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material,

	maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions. 2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc., 3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days. 4. Putting up of files, timely issue of reminders with standard draft wherever necessary etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his functions, preparing Statements, consolidating information etc., 7. other duties, responsibilities instructed the officials by the higher authorities. **Duties & Responsibilities of Junior Assistant**: The Junior Assistant is entrusted with the routine duties of maintaining prescribed registers, dispatching and recording of cases. In addition, Junior Assistant should assist the Assistant/Senior Assistant and the Section Officer in the preparation of statements and periodical returns, issue of reminders and comparing fair copies. **Duties & Responsibilities of Stenographer** 1. Assist the Under Secretary in discharging his functions and responsibilities. 2. Taking dictation in shorthand and its transcription in the best manner possible. 3. Preserving and maintaining in confidential records and other papers in the personal custody of the officer. 4. Handle section work like taking dictation, typing of D.O.letters handling the incoming and out going files and tappal, etc., **Duties & Responsibilities of Typist**: The Typist will attend all typing work of the section. (Presently Typist Post is vacant)
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1. As soon as the receipt is received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history. 2. The Section officer will see all incoming tappal and pass it on to the staff attached to them for taking necessary action regarding diarising, adding them on to the existing files/opening new files and noting movements. He will indicate priority where necessary, for putting up papers. He will also put up important references to higher authorities at the stage, where it is considered necessary to bring it to their notice. 3. The Section officer will after obtaining files from their Staff, examine the papers along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine the line of action. 4. If the line of action proposed is with his competence, he will proceed to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	---

v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Regarding financial delegation powers issued by the Finance Department and other guidelines issued by the D.P.A.R. and the F.C.(Act) 1980 and rules issued there under.
vi) a statement of the categories of documents that are held by it or under its control;	Receipts/Files, proposals regarding diversion of forest land, encroachment of forest land sent by the Principal Chief Conservator of Forests. Public and various other authorities.
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.
viii) a statement of the boards,councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Not applicable.
ix) a directory of its officers and employees;	Section Officer, Forest -C - 22032022 (office) Sr. Assistant Assistant Jr. Assistant Typist
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	Gross Salary Smt. S.R.Vatsala, Under Secretary -- 17,444/- (Vacant) Section Officer -- ---- Sri C.Lakshmanappa, Sr. Asst -- 11,296/- Smt. G.L.Vimala Stenographer -- 9,420/- Sri. M.Rajanna Asst. -- 8,935/- Sri. P.C.Rajanna Asst. -- 8,935/- Smt. K.S. Leelavathi Jr.Asst. -- 6,055/- (vacant) Typist -- ---- Smt. Rathnamma Muniyappa, Dalayat -- 6,175/-
xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable

xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
xvi) the names, designations and other particulars of the Public Information Officers;	Section Officer, Forest -A Section, Forest, Environment & Ecology Department.
xvii) such other information as may be prescribed.	-----

Information to Right to Information Act, 2005 (Forest-D)

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Environment & Ecology Department (Forest Wing) – (D Section)
ii) the powers and duties of its officers and employees;	To deal with the all the planning & budgetary matters pertaining to Office of the Principal Chief Conservator of Forests. The coordination of matters of the Department are also dealt **Duties and Responsibilities of the Under Secretary** 1. The Under Secretary will dispose at his level, such cases as authorized under the delegation of powers. 2. The Under Secretary will examine and initiate noting at his level and deal with other cases in according with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Under Secretary will supervise the work of all the subordinate staff in his group and will discharge duties and responsibilities as envisaged in the Secretariat Manual . 4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. **Duties and Responsibilities of the Section Officer** 1. The Section Officer will submit the cases to the Under Secretary with his note/opinion for taking decision on the subject. 2. The Section Officer will examine and initiate noting at his level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 3. The Section Officer will also prepare replies in respect of matters which are of urgent in nature. 4. The Section Officer will supervise the work of all the subordinate staff in his group and will discharge duties and responsibilities as envisaged in the Secretariat Manual . 5. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. **Duties and Responsibilities of Senior Assistant/Assistant**: 1. The Officials will help the Section Officer in quick and efficient disposal of cases allocated. The Official should show initiative

	and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions. 2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc., 3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days. 4. Putting up of files, timely issue of reminders with standard draft wherever necessary etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his functions, preparing Statements, consolidating information etc., 7. other duties, responsibilities instructed the officials by the higher authorities. (Presently Senior Assistant Post is vacant) **Duties & Responsibilities of Junior Assistant**: The Junior Assistant is entrusted with the routine duties of maintaining prescribed registers, dispatching and recording of cases. In addition, Junior Assistant should assist the Assistant/Senior Assistant and the Section Officer in the preparation of statements and periodical returns, issue of reminders and comparing fair copies. **Duties & Responsibilities of Typist**: The Typist will attend all typing work of the section.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1. As soon as the receipt is received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists,if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history. 2. The Section officer will see all incoming tappal and pass it on to the staff attached to them for taking necessary action regarding diarising, adding them on to the existing files/opening new files and noting movements. He will indicate priority where necessary, for putting up papers. He will also put up important references to higher authorities at the stage, where it is considered necessary to bring it to their notice. 3. The Section officer will after obtaining files from their Staff, examine the papers along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine the line of action. 4. If the line of action proposed is with his competence, he will proced to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	-
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Regarding financial deligation powers issued by the Finance Department and other guidelines issued by the D.P.A.R.
vi) a statement of the categories of documents that are held by it or under its control;	Receipts/Files, annual reports of the Department, important project proposal sent by the Principal Chief Conservator of Forests.

vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.
viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	For utilization funds, implementation of the project and supervision of the work of the Field Department, the committee are constituted
ix) a directory of its officers and employees;	Section Officer, Forest -D - 22032024 (office) Assistant Junior Assistant Typist Dalayat
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	Salary Smt. S.R. Vatsala Under Secretary 17,444/- Sri. M.B. Vijaya kumar, Section Officer 11,540/- Sr. Asst (Vacant) Sri. K.R. Sathyanarayana Singh Asst. - 8,860/- Sri H. Jayakumar Jr.Asst. - 6,376/- Kumari. H.C. Yashodha Typist - 6,280/- Smt. N. Jayammma Dalayat - 4,976 /-
xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
xvi) the names, designations and other particulars of the Public Information Officers;	Section Officer, Forest -A Section, Forest, Environment & Ecology Department.
xvii) such other information as may be prescribed.	-

Information to Right to Information Act, 2005 (Forest-R & I)

Manuals	Answers
i) the particulars of its organization, functions and duties;	Forest, Environment & Ecology Department (R & I Section)
ii) the powers and duties of its officers and employees;	To receive all the letters /receipts and issue all the letters of the entire Forest, Ecology and Environment department. Matters pertaining to Secretaries meeting, Staff meeting etc. Furnishing of monthly statement to DPAR and kannada & Culture Departments. To procure stationery from the Government Press and its distribution among the Officers and the Sections. Purchase of stationery from the Janatha Bazaar and the MSIL and its distribution among the Sections and the Officers, maintenance of pool car of the Department, maintenance of the Xerox machine. **Duties and Responsibilities of the Under Secretary** 1 The Under Secretary will dispose off at his level, such cases as authorized under the delegation of powers issued by the Government from time to time. 2 The Under Secretary will examine and initiate noting at his level in cases of urgent nature and Legislature matters and deal with other cases in accordance with the Karnataka Government (Transaction of Business) Rules 1977 and other instructions issued from time to time. 3. The Under Secretary will supervise the work of all the subordinate staff in his Section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 4. The Under Secretary will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by them. **Duties and Responsibilities of the Section Officer** 1. The Section Officer will sort out the receipts received in the Department Section-wise and mark them to the concerned Sections. He will also supervise the despatch of letters of the Department. 2. Section Officer will submit the cases to the Under Secretary with his note/opinion for taking decision on the subject. 3. The Section Officer will examine and initiate noting at his level and deal with other cases in accordance with Karnataka Government (Transaction of Business) Rules 1977 and other instructions. 4. The Section Officer will also prepare replies in respect of matters which are of urgent in nature. 5. The Section Officer will supervise the work of all the subordinate staff in his Section and will discharge duties and responsibilities as envisaged in the Secretariat Manual of Office Procedure. 6. The Section Officer will be responsible for keeping the higher officers informed of all important developments, problems or difficulties in the cases dealt with by him. **Duties and Responsibilities of Assistant**: 1. The Assistant will help the Section Officer in quick and efficient disposal of cases allocated to the Section. The Official should show initiative and intelligence in identifying ways to facilitate decision on cases by collecting and presenting relevant material, maintaining up-to-date relevant Acts and Rules and instructions, selected files, digest of important previous decisions etc. 2. Getting files on the subject, docketing, referencing, numbering, opening of new files etc.,

	3. Making over receipts with the material collected duly referenced and arranged to the Section Officer within five days. 4. Putting up of files, preparation of periodical statements, timely issue of reminders with standard draft wherever necessary, etc. 5. Getting fair copies typed, comparing and submitting them for signature etc. 6. Assisting the Section Officer in discharge of his duties 7. other duties, responsibilities instructed to the official by the higher authorities. 8. Maintenance of the Xerox machine. **Duties & Responsibilities of Junior Assistant**: The Junior Assistant is entrusted with the receipt of letters, giving computer numbers /dairaising, sending them to the concerned Sections despatch of letters of the Department. Routine duties of maintaining prescribed registers, dispatching and recording of cases, to record the movement of files. In addition, Junior Assistant should assist the Assistant and the Section Officer in the preparation of statements and periodical returns, issue of reminders and comparing fair copies.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	1 As soon as the receipt is received from the Junior Assistant, the case worker will scrutinize and enter in his worksheet and sort them according to their rating. A receipt will be brought on to a current file relating to the subject on which a file already exists, if not he will open a new file. According to the importance of the case he will put up a note consisting of brief resume of its background history and suggesting the course of action. 2. The Section officer will see all incoming tappal and mark them to the concerned Sections. for taking necessary action regarding diarising, and sending them to the concerned sections. He will indicate priority where necessary, for putting up papers. He will also put up important references to higher authorities wherever it is considered necessary. 3. The Section officer will on receipt of the files from his Staff, examine them along with relevant material and taking into consideration the existing policy, precedents, standing orders, determine/suggests the line of action. 4. If the line of action proposed is within his competence, he will proceed to record minimum noting and issue appropriate replies or orders.
iv) the norms set by it for the discharge of its functions;	-
v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	-
vi) a statement of the categories of documents that are held by it or under its control;	-
vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;	Not applicable.

viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Not applicable
ix) a directory of its officers and employees;	Under Secretary (Forest-B & RI) - 22032355 Stenographer - 22032355 Section Officer, Receipt & Issue Section - 22032011 Assistant - 22032011 Junior Assistant - 22032011 Dalayath - 22032011
x) the monthly remuneration received by each of officers and employees, including system of compensation as provided in its regulations;	**Name of the Officer/official** **Salary (Rs.)** Smt. K.V. Jayalakshmi, Under Secretary - 18,380.00 Sri. P.R. Jadiyappa, Section Officer - 15,320.00 Smt.K.V.Rajeshwari, Stenographer - 8,346.00 Sri.K.R. Puttarudraiah, Assistant - 7,536.00 Sri Krishnamurthy, Jr.Assistant - 7,836.00 Sri. C. Jayamma, Jr. Assistant - 7,226.00 Sri. Srinivasappa , Dalayat - 5,636.00 Dalayat (vacant)
xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable
xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
xiii) particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable
xiv) details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable
xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable
xvi) the names, designations and other particulars of the Public Information Officers;	Section Officer, Forest -A Section, Forest, Environment & Ecology Department.
xvii) such other information as may be prescribed.	-

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CHIEF MINISTER'S SECRETARIAT

NOTIFICATION

No:CM/ 171 /GEN/2005, Bangalore, Dated: 11th October 2005

In exercise of the powers conferred under Section 4(b) of the Right to Information Act, 2005 (Central Act No: 22/2005), the detailed information regarding the Chief Minister's Secretariat is published, as hereunder, for the information of general public.

The business of the Chief Minister's Secretariat is transacted through different sections as detailed below:-

1. Section-1: Petitions received from the public.
2. Section-2: Correspondence received from MLAs., MLCs., MPs., Ministers and Dalit matters.
3. Section-3: Administration and R & I
4. Section-4: Chief Minister's Relief Fund
5. Section-5: Nomination and Government of India matters
6. Section-6: Computer Section
7. Section-7: Press Section

Besides the above, Officers of and above the rank of Under Secretary to Government in the Chief Minister's Secretariat have separate personal establishments for the efficient discharge of their duties and responsibilities. In addition, Special Officers & Personal staffs are posted to the Official residence of the Chief Minister. 'Krishna & Anugraha' The Officers are drawn from IAS/KAS/KGS and other departments to suit the requirements of the Chief Minister's office to carry on the day-to-day administration and to assist the Chief Minister in the discharge of his duties as the Chief Executive Head of the State.

The organization Chart of the Chief Minister's Secretariat is at Annexure-1

i) Particulars of organization functions and duties:

Particulars of different wings of Chief Minister's Office and the functions and duties performed are enumerated at Annexure-2

ii) The powers and duties of officers and employees:

The powers and duties of the officers and employees in the Chief Minister's Secretariat are indicated at Annexure-3

iii) The procedures followed in the decision making process, including channels of supervision and accountability;

The procedure followed in the decision making process is indicated at Annexure-4

iv) The norms set by it for the discharge of its functions;

The norms set by the Chief Minister's Secretariat for the discharge of its functions are indicated at Annexure-5.

v) The rules and regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

The Chief Minister's Secretariat does not function like other departments in Secretariat, but only assists the Chief Minister in the discharge of his duties as Chief Executive Head of the State. However, in general, all the rules and regulations prescribed by Government from time to time are followed.

vi) A statement of the categories of documents that are held by it or under its control;

Except the personal files of all the officers/officials in Chief Minister's Secretariat and other correspondence files, no other official documents are maintained. However, Government Orders, Notifications, Standing Orders issued from time to time and of the file notings will be maintained as guard files till a reasonable time or end of the tenure of the ministry.

vii) The particulars of any arrangements that exist for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation there of;

Any representation given by the public will be immediately attended to by a set procedure, which is computerized and his: her request will be sent simultaneously to the concerned department: departments concerned for necessary action, and due acknowledgements sent in each case. Besides this, when any, member of the public meets the officers personally, their grievance will be attended to immediately.

viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

No boards, councils, committees and other bodies are constituted within Chief Minister's Secretariat.

ix) Directory of the officers and employees;

The directory of the officers and employees in Chief Minister's Secretariat is given Annexure-6.

x) Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

The Statement of remuneration received by the officers and officials is given in Annexure-6.

xi) The budget allocation;

No plan schemes are formulated in the Chief Minister's Secretariat. And hence, no budget allocation is made therefor.

xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

No subsidy programmes are implemented by the Chief Minister's Secretariat.

xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

No concession, permits or authorizations are granted by the Chief Minister's Secretariat. However, whenever requests of such nature comes to Chief Minister's Secretariat, the concerned departments of Government will be requested to look into the matter and take such action as deemed fit.

xiv) Details in-respect of information available to or held by it reduced in an electronic form;

Correspondence made is computerized.

xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library of reading room, if maintained for public use;

No library or reading rooms are maintained by the Chief Minister's Secretariat for public use.

xvi) The names, designations and other particulars of the Public Information Officers: Asst public Information officers and also Appellate Authority are shown in Annexure-7.

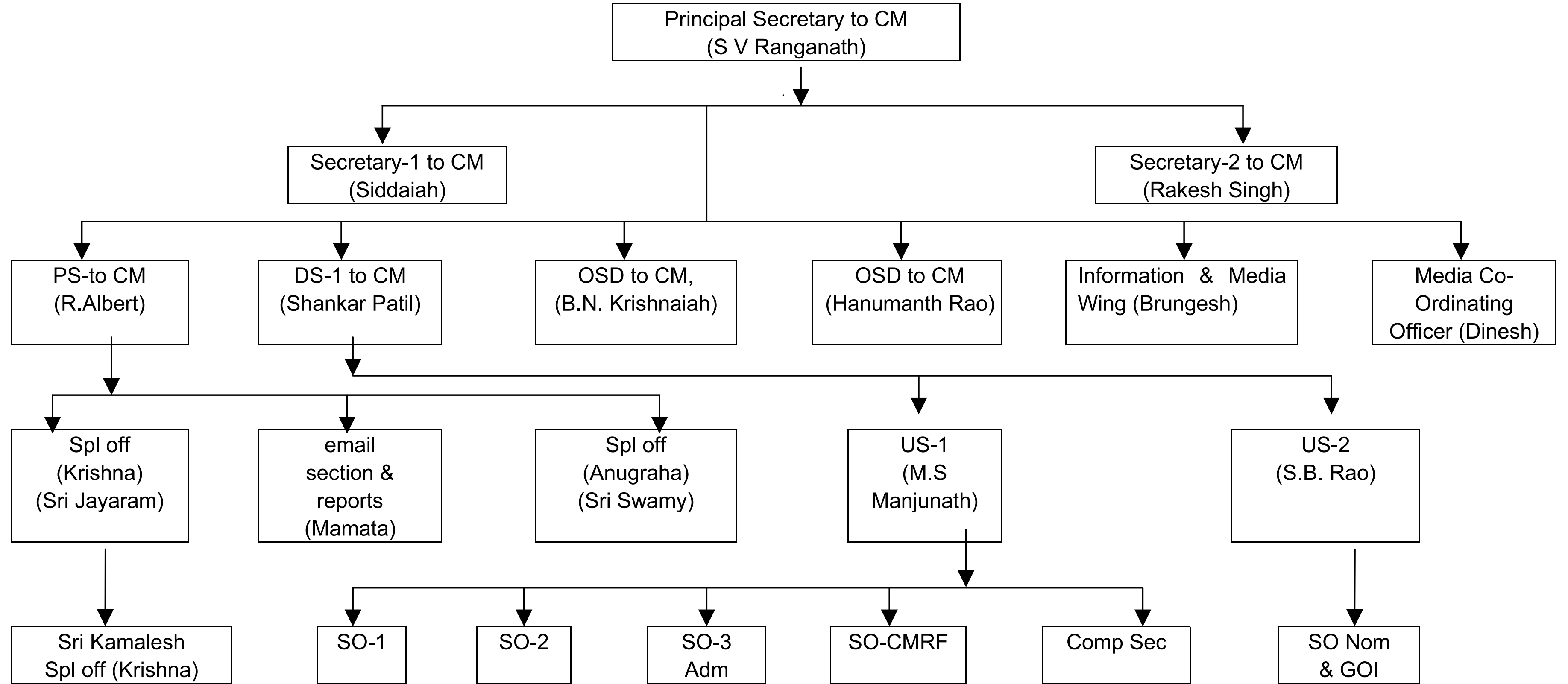
By Order and in the name of Governor of Karnataka

M.S.MANJUNATH

Under Secretary to Chief Minister,

Chief Minister's Secretariat.

ANNEXURE-I
Organisation Chart
CHIEF MINISTER'S SECRETARIAT



M.S.MANJUNATH
Under Secretary to Chief Minister,
Chief Minister’s Secretariat.

ANNEXURE - 2

ಶಾಖೆ–1

ಮುಖ್ಯಮಂತ್ರಿಯವರ ನಿವಾಸದಲ್ಲಿ, ಕಛೇರಿಯಲ್ಲಿ ಹಾಗೂ ಮುಖ್ಯಮಂತ್ರಿಯವರ ಸಚಿವಾಲಯದ ಇತರೆ ಅಧಿಕಾರಿಗಳಿಗೆ ಬರುವ ಅರ್ಜಿಗಳು, ಜನತಾ ದರ್ಶನದಲ್ಲಿ ನೀಡಲ್ಪಟ್ಟಿರುವ ಅರ್ಜಿಗಳು, ಮುಖ್ಯಮಂತ್ರಿಯವರ ಪ್ರವಾಸ ಕಾಲದಲ್ಲಿ ನೀಡಲ್ಪಡುವ ಅರ್ಜಿಗಳು ಹಾಗೂ ಇನ್ನಿತರ ಗಣ್ಯರಿಂದ ಬರುವ ಅರ್ಜಿಗಳು, ವಿಧಾನ ಮಂಡಲದ ಅಧಿವೇಶನದ ಅವಧಿಯಲ್ಲಿ ವಿಧಾನಸಭೆಯಲ್ಲಿ ಮಾನ್ಯ ಮುಖ್ಯಮಂತ್ರಿಗಳು ಉತ್ತರಿಸಬೇಕಾದ ಪ್ರಶ್ನೆಗಳಿಗೆ ಸಂಬಂಧಿಸಿದ ಕಡತಗಳನ್ನು ಇಲಾಖೆಗಳಿಂದ ಪಡೆದು ಪರಿಶೀಲಿಸಿ, ಅನುಮೋದನೆ ಪಡೆದ ನಂತರ ಇಲಾಖೆಗಳಿಗೆ ಹಿಂದಿರುಗಿಸುವುದು.

ಶಾಖೆ–2

ಅಭಿವೃದ್ಧಿ ಕಾರ್ಯಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ (ವರ್ಗಾವಣೆ ಸೇರಿದಂತೆ) ವಿಧಾನಸಭಾ:ವಿಧಾನ ಪರಿಷತ್ತು ಸದಸ್ಯರು, ಲೋಕಸಭಾ: ರಾಜ್ಯಸಭಾ ಸದಸ್ಯರು ಹಾಗೂ ರಾಜ್ಯ ಸರ್ಕಾರದ ಮಾನ್ಯ ಮಂತ್ರಿಗಳು ನೀಡುವ ಮನವಿಗಳು, ದಲಿತರಿಗೆ ಸಂಬಂಧಿಸಿದ ವಿಷಯಗಳ ಅರ್ಜಿ/ ಪತ್ರಗಳ ವಿಲೇವಾರಿ, ವಿಧಾನ ಮಂಡಲದ ಅಧಿವೇಶನದ ಅವಧಿಯಲ್ಲಿ ವಿಧಾನ ಪರಿಷತ್ತಿನಲ್ಲಿ ಮಾನ್ಯ ಮುಖ್ಯಮಂತ್ರಿಗಳು ಉತ್ತರಿಸಬೇಕಾದ ಪ್ರಶ್ನೆಗಳಿಗೆ ಸಂಬಂಧಿಸಿದ ಕಡತಗಳನ್ನು ಇಲಾಖೆಗಳಿಂದ ಪಡೆದು ಪರಿಶೀಲಿಸಿ, ಅನುಮೋದನೆ ಪಡೆದ ನಂತರ ಇಲಾಖೆಗಳಿಗೆ ಹಿಂದಿರುಗಿಸುವುದು.

ಶಾಖೆ–3 (ಆಡಳಿತ)

ಮುಖ್ಯಮಂತ್ರಿಯವರ ಸಚಿವಾಲಯದ ಆಡಳಿತಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ವಿಷಯಗಳು, ಮುಖ್ಯಮಂತ್ರಿಯವರ ಸಚಿವಾಲದಲ್ಲಿ ಕಾರ್ಯ ನಿರ್ವಹಿಸುತ್ತಿರುವ ಅಧಿಕಾರಿ/ ನೌಕರರ ಸೇವಾ ವಿಷಯಗಳು, ಸ್ವೀಕೃತಿ ಮತ್ತು ರವಾನೆ, ಮಾನ್ಯ ಮುಖ್ಯಮಂತ್ರಿಗಳ ನಿರ್ದಿಷ್ಟ ಆದೇಶವಿರುವ ಅರ್ಜಿಗಳು, ಸಾರ್ವಜನಿಕರಿಂದ ಅಂಚೆ/ ಇತರೆ ಮೂಲಗಳಿಂದ ಸ್ವೀಕೃತವಾಗುವ ಅರ್ಜಿಗಳನ್ನು ಸಾರ್ವಜನಿಕ ದೂರು ವಿಚಾರಣ ವಿಭಾಗಕ್ಕೆ ಕಳುಹಿಸುವುದು.

ಶಾಖೆ–4

ವೈದ್ಯಕೀಯ ಪರಿಹಾರ ನಿಧಿಯೂ ಸೇರಿದಂತೆ ಮುಖ್ಯಮಂತ್ರಿಯವರ ಪರಿಹಾರನಿಧಿಗೆ ಸಂಬಂಧಿಸಿದ ವಿಷಯಗಳು.

ಶಾಖೆ–5

ನಾಮನಿರ್ದೇಶನಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ವಿಷಯಗಳು, ಕೇಂದ್ರ ಸರ್ಕಾರದಿಂದ ಮತ್ತು ಇತರೆ ರಾಜ್ಯ ಸರ್ಕಾರಗಳಿಂದ ಸ್ವೀಕರಿಸಲ್ಪಡುವ ಪತ್ರಗಳಿಗೆ ಮಾಹಿತಿ: ವರದಿಗಳನ್ನು ಸಂಬಂಧಪಟ್ಟ ಇಲಾಖೆಗಳಿಂದ ಪಡೆದು ನೀಡುವುದು ಹಾಗೂ ಕೇಂದ್ರ ಸರ್ಕಾರದಲ್ಲಿ ಬಾಕಿ ಇರುವ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಕಾಲ ಕಾಲಕ್ಕೆ ಗಮನದಲ್ಲಿರಿಸಿ ಕರ್ನಾಟಕ ಭವನ, ನವದೆಹಲಿ ಸಿ. ಆ. ಸು. ಇಲಾಖೆ (ಆಡಳಿತ ಸುಧಾರಣೆ) ಹಾಗೂ ಸರ್ಕಾರದ ಇತರೆ ಇಲಾಖೆಗಳೊಡನೆ ಸಭೆ ನಡೆಸಿ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಇತ್ಯರ್ಥಗೊಳಿಸುವುದು(ಮುಖ್ಯ ವಾಹಿನಿಗೆ ಸಂಬಂಧಪಟ್ಟ ಸಭೆಯೂ ಸೇರಿದಂತೆ).

ಶಾಖೆ–6

ಮುಖ್ಯವಾಹಿನಿಯ ವಿಷಯಗಳು, ವ್ಯವಸ್ಥಿತ ಮಾಹಿತಿನಿರ್ವಹಣೆ(ಎಂ. ಐ.ಎಸ್). ಮುಖ್ಯಮಂತ್ರಿಯವರ ಪರಿಹಾರ ನಿಧಿ ಶಾಖೆಗೆ ಸಂಬಂಧಿಸಿದ ವಿಷಯಗಳು.

ಶಾಖೆ–7

ಪತ್ರಿಕಾ ದಸ್ತಾವೇಜುಗಳನ್ನು ತಯಾರಿಸುವುದು, ಹಿರಿಯ ಅಧಿಕಾರಿಗಳಿಗೆ ಮುಖ್ಯ ವಾರ್ತೆಗಳ ಪ್ರತಿಗಳನ್ನು ಸಂಗ್ರಹಿಸಿ ನೀಡುವುದು.

ಎಂ.ಎಸ್. ಮಂಜುನಾಥ್
ಮುಖ್ಯಮಂತ್ರಿಯವರ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ

ANNEXURE –3

The powers and duties of the 0fficers and employees of the Chief Minister's Secretariat.

Dalayat	:	To keep the office neat and tidy. To deliver the files/tappals to other sections/departments as per the instructions contained in the Secretariat manual. To carryout instructions of superiors.
Junior Assistant	:	Incharge of the work of diarising and organizing, movements, distribution of receipts/ files in the section.
Typist	:	In charge of the typing work in the Section.
Case Workers (Senior Assistant/Assistant)	:	To attend to the job of case working as per the duties cast on them in the Secretariat Manual
P.A/ Stenographer	:	In charge of receipt of tappals/files by officials of and above the rank of Under Secretary. Typing and Stenography work entrusted by officers concerned.
Section Officer	:	Incharge of the whole section, Scrutiny of files /letters submitted by the case worker as per the procedure prescribed and also according to Secretariat Manual.

Under Secretary	:	In charge of the Section/Sections assigned to him as per the work allocation. Scrutiny of files/ letters submitted by Section Officers coming under him and issuing letters, orders , note etc., on behalf of the Chief Minister.
Deputy Secretary Joint Secretary : Additional Secretary	:	Second Senior most officer in the section rung by the Chief Minister's Secretariat, who will report to the Secretary to Chief Minister/ Principal Secretary to Chief Minister in important matters.
Secretary & Principal Secretary	:	Act as per the work allocation and on the advice of the Chief Minister and the policies of the Government.

M.S. MANJUNATH
Under Secretary-I to CM

ANNEXURE-4

The procedure followed in the decision making process.

Case Worker:	Opening of a new file on receipt of a proposal Or Processing the receipt in the existing file.
Section Officer:	Will scrutinize the proposal with all relevant facts and mark the file/letters to Under Secretary with a course of action
Under Secretary:	Will suggest the suitability or otherwise of the course of action suggested, and define the same in the light of the existing provisions of Rules or Acts, or take appropriate decision and issue the Letter, Note etc. to different depts.. Submits important proposals to higher officers.
Deputy Secretary:	Will review the important cases with an overall view and submit the file to the Principal Secretary for approval of the ultimate course to be adopted to the proposal that is under consideration, or take appropriate decision after submission to Secretary/Principal Secretary to Chief Minister.
Secretary & Principal Secretary:	Will decide on the course of action to be taken on a proposal under the delegated powers and, if necessary, will submit the file for final orders of the Chief Minister.

M.S. Manjunath
Under Secretary to CM

ANNEXURE – 5

The norms set by the C.M's Secretariat for the discharge of its functions:

a) Dalayat : Carrying out the functions entrusted to him on the same day.
b) Junior Assistant : Carrying out the functions entrusted to him on the same day.
c) Case Worker : Immediate submission of the files/tappals to higher ups.
d) Section Officer
e) Under Secretary/
f) Deputy Secretary / Joint Secretary / Addl. Secretary /
g) Secretary / Prl. Secretary

} To attend the work on priority.

M.S. Manjunath
Under Secretary-I to CM

ANNEXURE-6

Principal Secretary to C.M. (Establishment)

ಕ್ರ. ಸಂ.	ಅಧಿಕಾರಿ / ನೌಕರರ ಹೆಸರು ಮತ್ತು ಪದನಾಮ	ಯಾವ ಸೇವೆಗೆ ಸೇರಿದವರು	ಒಟ್ಟು ಸಂಬಳ (Gross Salary)	ಈ ಶಾಖೆಯ ಯಾವ ಯಾವ ಅಧಿಕಾರಿಗಳ ಅಧೀನದಲ್ಲಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿವೆ. ಅಂತಹ ಅಧಿಕಾರಿಗಳ ಹೆಸರು, ಪದನಾಮ ಮತ್ತು ಅವರ ಒಟ್ಟು ವೇತನ (Gross Salary) ತಿಳಿಸಲು ಕೋರಿದೆ.
1	2	3	4	5
1	A.Nagaraj, Section Officer	K.G.S.	Rs. 18022/-	

1	2	3	4	5
2	Mohd Ali shaikh, Sr.Steno	K.G.S.	Rs. 13770/-	Sri S.V.Ranganath, I.A.S. Principal Secretary to C.M. Gross Salary: Rs.48,711/-
3	B.L. Ramesh, Section Officer	K.G.S.	Rs.13805/-	
4	Smt. Salila, Jr. Asst.	Revenue Dept	Rs. 6736/-	
5	Rajashekar, Asst.	K.G.S	Rs. 8710/-	
6	Chandrappa, Driver	K.G.S.	Rs. 7760/-	
7	George Das, A.S.I	Police Dept	Rs.10295/-	
8	M.T.Ramegowda, Jamedar	K.G.S.	Rs. 8126/-	
9	Raju, Jamedar	K.G.S.	Rs.8126/-	
10	Lakshmaiah, Dalayat	K.G.S.	Rs.6210/-	
11	B.C.Nagaraja, Dalayat	K.G.S	Rs.6310/-	
Secretary - 1 to C.M. (Establishment)				
1	C.R.Joshi, Superintendent,	Youth Services,	Rs.9753/-	Sri S.V.Ranganath, I.A.S. Secretary-1 to C.M. Gross Salary: Rs.39,928/-
2	Suresh V.Bhat, Typist	K.S.C.M.F. Ltd	Rs.11482/-	
3	Shankarlinga, Asst	B.M.T.C.	Rs.8100/-	
4	B.Mahesh, Jr. Asst	Contract	Rs.3660/-	
5	Yoganand, Typist	Commercial Tax	Rs.6922/-	
6	K.Nagaraju, Driver	K.K.Guest House	Rs.7800/-	
7	Munipoojiga, Driver	Cooperation	Rs.8036/-	
8	V.Mallayya, Dafthari	BESCOM	Rs.10200/-	
9	Shaikh Muneer, Jamedar	K.G.S.	Rs.7526/-	
10	S.Murthy, Dalayat	Contract	Rs.3050/-	
11	H.V.Govindaraju, Dalayat	Contract	Rs.3050/-	
12	Mallaiah, Dalayat	BESCOM	Rs.15940/-	
13	M.Shankar, Jamedar	K.G.S.	Rs.6986/-	
14	D.Kambanna, Sr. Steno	K.S.I.I.D.C	Rs.12,253/-	
Secretary - 2 to C.M. (Establishment)				
1	K.N.Ramesh, Spl. Officer, Mukyavahini Wing,	Commercial Tax	Rs.12,891/-	Sri Rakesh Singh, IAS, Secretary-2 to C.M. Gross Salary: 34,884/-
2	P.B.Sir Deshpande, Spl. Officer	P.W.D. (Engineering Services)	Rs.10,200/-	
3	Jayawanth Kumar, Pvt. Secy	K.P.T.C.L	Rs.19,400/-	
4	Vijayalakshmi, Jr. Programmer	Information & Tech.,	Rs.11,270/-	
5	Thippeswamy, Asst. Programmer	Information & Tech.,	Rs.10460/-	
6	S.Venkatesh,Stenographer	K.G.S.	Rs.12021/-	
7	Rathnakar Naik, Typist	K.B.J.N.L	Rs.6661/-	
8	B.C.Bharathi, Stenographer	B.M.P	Rs.9085/-	
9	Bettaswamy, Translator	Govt. Press	Rs.8430/-	Secretary-2 to C.M.
10	Shankraiah, Driver	Information Tech.	Rs.7686/-	
11	B.P.Thimmaiah, Dalayat	K.G.S.	Rs.6310/-	
12	Lokesh, Dalayat	K.G.S.	Rs.4705/-	
O.S.D. to C.M. (Establishment)				
1	A.K.Patwegar, P.S. Grade-II	K.G.S.	Rs.15320/-	Sri B.N.Krishnaiah, K.A.S, O.S.D. to C.M. Gross Salary: 26,594/-
2	B.P.Channabasavesh, Sr.Asst	K.G.S.	Rs.11617/-	

1	2	3	4	5
3	S.S.Hiremath,Sr. Asst	K.G.S.	Rs.13730/-	
4	K.M.Hanumanthaiah, Asst	K.G.S.	Rs.7976/-	
5	Bheemashankar Y. Patil, Asst	Contract	Rs.5065	
6	George Rodrigues, Driver	K.K.Guest House	Rs.7486/-	
7	M.Basavaraj, Dalayat,	K.K.Guest House	Rs.5715/-	
8	Abdul Muheeb, Dalayat	Contract	Rs.3050/-	
9	R.Ramesh, Dalayat	Contract	Rs.3050/-	
	Deputy Secretary to C.M. (Establishment)			
1	Vijaya Kumar.A, Steno	K.G.S.	Rs.13101/-	Sri Shankar Patil, K.A.S, Deputy Secretary to C.M. Gross Salary: 23,390/-
2	P.L.Sadure, Steno	K.G.S.	Rs.10300/-	
3	R.Manjunath, Dalayat	K.G.S.	Rs.6325/-	
4	Shiva sharanappa K.Halli, Dalayat	Contract	Rs.3050/-	
5	K.Shekar, Driver	K.Agro Corn Prod. Ltd	Rs.11,000/-	
6	Anwar Basha, Steno	K.G.S.	Rs.9520/-	
	Under Secretary -1 to C.M. (Establishment)			
1	Sarvamangala.N, Sr. Steno	K.G.S.	Rs.13,770/-	Sri M.S.Manjunath, Under Secretary-1 to C.M. Gross Salary: 18580/-
2	Lingaraju Veerabhadra, Dalayat	K.G.S.	Rs.6360/-	
3	K.N.Veerappa, Asst	Contract	Rs.5065	
4	Shivashankar, Driver	Contract	Rs.3660/-	
	Section: 1 (refer Annexure-2)			
1	N.Nanjappa,Section Officer	K.G.S	Rs.13680/-	Sri M.S.Manjunath, Under Secretary-1 to C.M.
2	V.Nagesh Rao,Assistant	K.G.S	Rs.8,935/-	
3	J.C.Venkateshaiah, Assistant	K.G.S	Rs.6714/-	
4	K.R.Sandya,Jr.Assistant	Contract	Rs.3,660/-	
5	Anjeneya Maithrikar, Jr.Assistant	Contract	Rs.3,660/-	
6	C.R.Arun,Dalayat	Contract	Rs.3,050/-	
7	Kumar Swamy,Dalayat	Contract	Rs.3,050/-	
8	Shivaputra, Dalayat	Contract	Rs.3,050/-	
	Section: 2 (Refer Annexure-2)			
1	M.M.Hiremath, Section Officer,	K.G.S.	Rs.14,294/-	Sri M.S.Manjunath, Under Secretary-1 to C.M.
2	Shaikh Afeez Ulla,Sr. Asst	K.G.S.	Rs.11,892/-	
3	Shashikanth Ariga,Sr. Asst	K.G.S.	Rs.10,310/-	
4	B.H.Vinodh, Jr. Asst	Contract	Rs.3,660/-	
5	Gangadhariah, Dalayat	Contract	Rs.3,050/-	
	Section: 3 (Administration)			
1	K.S.Sridhara,Section Officer	K.G.S.	Rs.13,300/-	Sri M.S.Manjunath, Under Secretary-1 to C.M.
2	T.Mahanthesh, Asst	K.G.S.	Rs.8261/-	
3	S.R.Vinod Bharani, Jr. Asst	Contract	Rs.3,660/-	
4	Sumathi.S, Asst	K.G.S.	Rs.8,935/-	
5	Murali, Dalayat	Contract	Rs.3,050/-	
6	H.R.Gowda, Asst	Contract	Rs.5,065/-	
7	V.Kanaka Lakshmi, Typist	Collegiate Edn	Rs.8,500/-	
8	B.R.Vimala, Asst	Contract	Rs.5,065/-	

1	2	3	4	5
9	Sarojamma.L, Typist	Irrigation	Rs.8,000/-	Sri M.S.Manjunath, Under Secretary-1 to C.M.
10	Manjuladevi. S, Asst	Contract	Rs.5,065/-	
11	Vijaya Patil, S.D.C.	B.M.T.C.	Rs.3,000	
12	B.R.Suresh, Jr. Asst	Contract	Rs.3,660/-	
13	K.Kiran Kumar, Jr. Asst	Contract	Rs.3,660/-	
14	K.Mahadevamma, S.D.C.	Education	Rs.7,500/-	
15	K.B.Padmanabha, S.D.C.	Cooperation	Rs.4,673/-	
16	N.Ramaiah, Jr. Asst	Contract	Rs.3,660/-	
17	V.S.Joshi, Asst	K.G.S.	Rs.10,335/-	
18	M.N.Sheshadri, Dalayat	K.G.S.	Rs.6,175/-	
19	N.Marilingaiah, Dalayat	K.G.S.	Rs.6,175/-	
20	R.Jayakumar, Driver	C.A.R. (H.q)	Rs.11,171/-	
21	H.S.Kumara Swamy, Dalayat,	Contract	Rs.3,050/-	
22	H.Jayaram, Typist	Food & civil Supplies	Rs.7,350/-	
23	J.C.Jawanappa, Messenger	City Armed Reserve (Head Quarters)	Rs.10,100/-	
24	Srinivasaiah, Messenger		Rs.10,806/-	
25	Srinivasa Murthy, Messenger		Rs.9,300/-	
26	Shivarajaiah, Messenger		Rs.10,046/-	
27	Veeranna, Dalayat	contract	Rs.3,050/-	
28	Naganna, Jr. Asst	Contract	Rs.3,660/-	
Section: 4 Chief Ministers Relief Fund Section				
1	K.Madhava Rao, Asst. controller,	State Accounts	Rs.15,680/-	Sri M.S.Manjunath, Under Secretary-1 to C.M.
2	I.Hemanath, Section Officer	K.G.S.	Rs.13,630/-	
3	Balaraja Devarakhadra, Sr. Asst	K.G.S.	Rs.12,795/-	
4	K.H.Parthasarathi, S.D.C.	Youth Service	Rs.6,315/-	
5	Shashikanth S. Hiremath, F.D.C.	Agri. Marketing	Rs.7,800/-	
6	Bhagyalakshmi, Superintendent	Fisheries Dept	Rs.12,426/-	
7	N.Saraswathi, Steno	K.G.S	Rs.7,770/-	
8	Sunil Kumar, Asst	contract	Rs.5,065/-	
9	Rajendra Kumar, Asst	Contract	Rs.5,065/-	
10	R.Vatsala, Typist	A.T.Inst. Mysore	Rs.6,800/-	
11	Mohan Kumar, Jr. Asst	Contract	Rs.3,660/-	
12	K.Harish Kumar, Jr. Asst	Contract	Rs.3,660/-	
13	H.B.Bharatesh, Jr. Asst	Contract	Rs.3,660/-	
14	Sanganna, Dalayat	Contract	Rs.3,050/-	
15	SriShyla, Dalayat	Contract	Rs.3,050/-	
Section: 6 Computer Section				
1	N.Srinivasa Gowda, Typist	K.L.A. Secretariat	Rs.6,466/-	Sri M.S.Manjunath, Under Secretary-1 to C.M.
2	G.Om Prakash, Statistical Inspector	Statistics Dept.	Rs.7,826/-	
3	B.M.Divya, Typist	K.G.S.	Rs.5,790/-	
4	Sunitha Salimat, Asst	Contract	Rs.5,065/-	
5	Ramesh, Dalayat	Contract	Rs.3,050/-	

1	2	3	4	5
	Under Secretary-2 to C.M. (Establishment)			
1	Sindhe Bhimsain Rao. H, Under Secy,	K.A.S	Rs.18,012/-	
2	Rajesh Shankrappa Sulikeri, Steno	K.G.S.	Rs.9,495/-	
3	Shiva shankar, Steno	N.E K.S.R.T.C, Gulbarga	Rs.8,860/-	
4	N.Keerthikumar, Dalayat	contract	Rs.3,050/-	
5	H.C.Somalingappa, Driver	Contract	Rs.3,660/-	
	Section: 5 (Nomination & Govt. of India Matter)			
1	Syed Ishaq Ali Ahmed, Section Officer	K.G.S.	Rs.13,500/-	Shinde Bhimsain Rao.H, K.A.S Under Secretary-2 to C.M. Gross Salary: 18,012/-
2	Somanath.C.S., Junior Programmer	Infor. Technology	Rs.14,960/-	
3	G.L. Ganesh Kumar, Asst	K.G.S.	Rs.8,860/-	
4	Y.H.Dasegowda, Jr. Asst	Contract	Rs.3,660/-	
5	C.Muralidhar, Asst	K.G.S.	Rs.10,900/-	
6	N.Sunil Singh, Dalayat	K.G.S.	Rs.5,095/-	
	Senior Information Officer to C.M. (Establishment)			
1	N.Brungesh, Senior Information Officer	Information Dept.,	Rs.20,936/-	Sri N.Brungesh, Senior Information Officer to C.M.
2	Nareshchandra Babu, Section Officer	K.G.S.	Rs.13,630/-	
3	L.S.Harish, Stenographer	Health Dept	Rs.10,575/-	
4	B.S.Shivamurthy, Typist	Land Surve Settlement	Rs.9,301/-	
5	B.Ramaiah, Typist	Agriculture dept	Rs.11,436/-	
6	V.Sandhya, Jr.Asst	B.M.T.C.	Rs.10,505/-	
7	B.R. Bujendra, Physical Tryning Master	Education Dept	Rs.9,750/-	
8	C.Boregowda, Dalayat	K.G.S.	Rs.7,166/-	Sri N.Brungesh, Senior Information Officer to C.M. Gross Salary: 20,936/-
9	R.Nagesh, Dalayat	Contract	Rs.3,050/-	
10	M.K.Madhu, Dalayat	Contract	Rs.3,050/-	
11	G.Lakshmi Narasimhaiah, Dalayat	Contract	Rs.3,050/-	
12	A.M.Nagaraj, Driver	Contract	Rs.3,660/-	
	Media Wing			
1	Dinesh, Media Co ordinating Officer	Information Dept	Rs.17,444/-	
2	Natarajan.K.C.,Audio Visual Supervisor	Contract	Rs.13,919/-	
3	K.B.Eshappa, Driver	Contract	Rs.3,660/-	
	Section: 7 (Press Section)			
1	Dr. T.C.Poornima, Information Off-2 to C.M.	Indian Information ser.	Rs.15,218/-	Sri N.Brungesh, Senior Information Officer to C.M.
2	B.B.Veena, Typist	K.G.S.	Rs.6,330/-	
3	Umesh.C. Asst.	Contract	Rs.5,065/-	
4	Rajesh.R, Dalayat	Contract	Rs.3,050/-	
	Chief Ministers Home Office- KRISHNA			
1	D. Jayaram, Spl. Officer	K.S.S.	Rs.24,341/-	
2	K.R.Kamalesh, Information Officer	P.U. Board	Rs.19,466/-	
3	Venkataramu, Sr. Asst	K.G.S.	Rs.17,927/-	

1	2	3	4	5
4	K.S.Anand, Jr. Asst	Contract	Rs.3,660/-	
5	B.K.Chennabasappa, Dalayat	K.G.S.	Rs.6,175/-	
6	C.Ramesh, Dalayat	Contract	Rs.3,050/-	
7	S.V.Narayan, Dalayat	Contract	Rs.3,050/-	
8	N.Nagaraj, Dalayat	Contract	Rs.3,050/-	
9	N.Puttaswamy, Driver	Contract	Rs.3,660/-	
	Private Secretary to C.M. (Establishment)			
1	P.A.Kiran Kumar, Auditor	Cooperation dept.,	Rs.10,713/-	
2	Anantha Narayana, Steno	Mysore Paper Mills,	Rs.21,300/-	
3	Sanjeev Reddy, Asst.	K.R.D.C.L	Rs.7,700/-	
4	P.Kumar, Typist	K.P.T.C.L	Rs.13,403/-	
5	H.V.Rajendra, steno	Irrigation Dept	Rs.9,336/-	
6	Varadaraj, Jamedar	K.G.S.	Rs.6,986/-	
7	C.Alphons, Jamedar	K.G.S.	Rs.7,150/-	
8	B.S.Basawaraj, Dalayat	K.L.A.Secretariat	Rs.7,100/-	
9	C.R.Kumar, Dalayat	Contract	Rs.3,050/-	
10	H.D.Yogananda, Dalayat	Contract	Rs.3,050/-	
11	Ganesh V. Poojari, Driver	Contract	Rs.3,660/-	
	Chief Ministers Official residence - Anugraha			
1	Muganoor Swamy, Spl. Officer	K.G.S.	Rs.7,500/-	
2	Mruthyunjaya. J, F.D.A	Karnataka Appelliate Tribunal	Rs.10,250/-	
3	Suresh. T.R, Telephone Operator	K.G.S.	Rs.8,500/-	
4	Kiran Kumar Mishra, Asst	Contract	Rs.5,065/-	
5	Shivamadhu. P, Typist	Minor Irrigation	Rs.6,000/-	
6	Hanumantha Busanooru, Jr. Asst	Contract	Rs.3,660/-	
7	Mahesh. S.D. Jr. Asst	Revenue Dept	Rs.5,500/-	
8	P.R.Suresh, Jr. Asst	Contract	Rs.3,660/-	
9	Mahadevappa, Dalayat	Contract	Rs.3,050/-	
10	Guruprasad, Dalayat	Contract	Rs.3,050/-	
11	Devappa, Dalayat	Contract	Rs.3,050/-	
12	Nisar Ahmed, Dalayat	Contract	Rs.3,050/-	
13	Lakshman Poojari, Dalayat	Contract	Rs.3,050/-	
14	Venkamma, Dalayat	Contract	Rs.3,050/-	
15	Dhruva.M.B., Dalayat	Contract	Rs.3,050/-	
16	Sydappa, Jr. Asst	Contract	Rs.3,660/-	
17	Harish, Driver	Contract	Rs.3,660	
18	Rajashekar, Driver	Contract	Rs.3,660/-	
19	Subhash, Driver	Contract	Rs.3,660/-	
20	S.N.Patil, Jr. Asst	K.G.S.	Rs.8,500/-	
21	Narayana Swamy, Jr. Asst	K.L.A Secretariat	Rs.8,000/-	
22	Arun Kumar, Typist	K.L.A Secretariat	Rs.7,500/-	
23	Revanna, Jr. Asst	K.G.S.	Rs.8,400/-	
24	Shivu, Sr. Steno	K.G.S.	Rs.10,200/-	
25	Parashurama, Jr. Asst	Contract	Rs.3,660/-	
26	Sugana Gowdar, FDC	Sewerage Board S.Dvn, Gulbarga	Rs.6,600/-	
27	Jagannath, Typist	P.W.D. National H. way	Rs.8,270/-	

M.S. Manjunath
Under Secretary to CM

ANNEXURE-7

Sl. No:	Section (Refer Annexure-2)	Assistant Public Information Officer	Public Information Officer	Appellate Authority
01	Section – 1	Sri N. Nanjappa, Section Officer	Sri M.S.Manjunath Tel:080-22253141	Sri Shankar R.Patil Tel: 080-22251792
02	Section – 2	Sri M.M.Hiremath, Section Officer		
03	Section – 3	Sri K.S.Sridhara, Section Officer		
04	Section – 4	Sri I.Hemanath, Section Officer.		
05	Section – 5	Sri Syed Isaq Ali Ahmed, Section Officer.	Sri Sindhe Bhimsain Rao H. Tel: 080-22255468	

M.S. Manjunath
Under Secretary-I to CM

P.R. 700

COMMERCE & INDUSTRIES SECRETARIAT

NOTIFICATION No. CI.121:MMM.2005, Bangalore, Dated:23rd November 2005

In pursuance of sub-section (2) of Section 8 of the Mines and Minerals (Development and Regulation) Act, 1957, the Government of Karnataka hereby accords sanction for First renewal of Mining Lease No.988 for a period of 20 years (Twenty years only) w.e.f. 02.09.1990 in favour of M/s.Veeyam (P)Limited for Iron ore over an area of 20.23 Hectares (Twenty point twenty three hectares only) in N.E.B.Range, Sandur taluk, Bellary district as per the sketch furnished by the Director of Mines and Geology, Bangalore subject to compliance of the provisions of the Mines and Minerals (Development and Regulation) Act, 1957 and Mineral Concession Rules, 1960 as amended from time to time and other applicable Acts and Rules including Forest (Conservation) Act, 1980 and rules made there under.

The renewal of this Mining Lease is subject to the conditions that the leaseholder obtains Forest clearance under Section 2 of F.C. Act, 1980 and also subject to the terms and conditions appended hereto.

By Order and in the name of the Governor of Karnataka
JAGADISH JOIS
Under Secretary to Government (Mines)
Commerce & Industries Department.

TERMS AND CONDITIONS OF THE FIRST RENEWAL OF MINING LEASE NO.988 SANCTIONED IN GOVERNMENT NOTIFICATION NO. CI.121:MMM 2005 Dated 23.11.2005.

a) Mining lease should be in respect of Iron ore only. If other minerals are found in association with Iron ore, they should be brought to the notice of Government and if the lessee desires to mine these minerals along with Iron ore, he/she/it should do so only after the consent of Government is obtained in writing.

b) If berul or any other substance prescribed U/S 3 of the Atomic Energy Act, XXIX of 1948 is found to occur in the property under the lease, the lessee shall make available such mineral to the Government of India.

c) The lease shall also be subject to the provisions of Rules in Chapter IV of the Minerals Concession Rules, 1960.

d) The lease shall also be subject to the Rules, issued U/S 18 of the Mines & Minerals (D&R) Act, 1957.

e) The lessee shall pay to the Director of Mines and Geology in Karnataka, Bangalore, necessary Security Deposit for due observance of the terms and conditions of the lease in accordance with Rule 32 of the lease issued to him.

f) The lessee shall be governed by all conditions that may be incorporated in the lease deed, to be executed.

g) The lessee shall abide by the rules contained in the Karnataka State Forest Manual, if the lease area covers any forestland.

h) Government shall have the right of purchasing the ore at current market rates.

i) The lease would be determined if the lessee fails to commence execution of the lease deed.

j) The area mentioned above is subject to verification after actual survey and demarcation.

k) The lease shall be for a period of TwentyYears w.e.f. 02.09.1990.

l) The lessee/s shall pay dead rent, cesses and royalty as detailed below:-

DEAD RENT PAYABLE PER HECTARE PER ANNUM

Ist year of the lease	: Nil
2^{nd} year to 5^{th} year of the lease	: Nil
6^{th} year to 10^{th} year of the lease	: Nil
11^{th} year of the lease & onwards	: Rs.400/-

Surface Rent: Rs.2.50 per hectare per annum on the area used by the lessee/s for mining purposes.

Local & other Cesses: As prevalent in Bellary district.

Royalty: At the rate prescribed in Second Schedule to the Mines & Minerals (D&R) Act, 1957 and as amended from time to time.

m) The total area held by the applicant/s under mining lease including the present one, shall not exceed 10 Sq.Km.

n) Mining operations shall not be commenced/conducted unless a qualified manager and other supervisory staff are appointed as required under the Matalliferous Mines Regulations, 1961 and relevant notices are sent to the Director-General of Mines Safety, Dhanbad with a copy of the same to the concerned Director of Mines Safety.

JAGADISH JOIS

P.R. 691

Under Secretary to Govt. (Mines)
Commerce & Industries Department.

NOTIFICATION No. CI.141:MMM.2005, Bangalore, Dated: 25th November 2005

In pursuance of sub-section (2) of Section 8 of the Mines and Minerals (Development and Regulation) Act, 1957, the Government of Karnataka hereby accords sanction for First renewal of Mining Lease No. 80 for a period of 20 years (Twenty years only) w.e.f. 16.04.1988 in favour of M/s.Gavisiddeshwara Enterprises, Bellary for Iron ore over an area of 14-00 Acres (Fourteen acres only) in Sy.No.90 in Belagal village, Bellary taluk, Bellary district with the boundaries as mentioned below and as per the sketch furnished by the Director of Mines and Geology, Bangalore subject to compliance of the provisions of the Mines and Minerals (Development and Regulation) Act, 1957 and Mineral Concession Rules, 1960 as amended from time to time and other applicable Acts and Rules including Forest (Conservation) Act, 1980 and rules made there under.

BOUNDARIES

On the North by	Part of ML area of M/s.Y. Mahabaleshwarappa	On the South by	Part of Sy.No.90
On the East by	Part of ML area of M/s. Vibhuthigudda(P)Ltd.,	On the West by	Part of Sy.No.90

The renewal of this Mining Lease is subject to the conditions that the leaseholder obtains Forest clearance under Section 2 of F.C. Act, 1980 and also subject to the terms and conditions appended hereto.

By Order and in the name of the Governor of Karnataka

JAGADISH JOIS

Under Secretary to Government (Mines)
Commerce & Industries Department.

TERMS AND CONDITIONS OF THE FIRST RENEWAL OF MINING LEASE NO.988 SANCTIONED IN GOVERNMENT NOTIFICATION NO. CI.141:MMM 2005 Dated 25.11.2005.

a) Mining lease should be in respect of Iron ore only. If other minerals are found in association with Iron ore, they should be brought to the notice of Government and if the lessee desires to mine these minerals along with Iron ore, he/she/it should do so only after the consent of Government is obtained in writing.

b) If berul or any other substance prescribed U/S 3 of the Atomic Energy Act, XXIX of 1948 is found to occur in the property under the lease, the lessee shall make available such mineral to the Government of India.

c) The lease shall also be subject to the provisions of Rules in Chapter IV of the Minerals Concession Rules, 1960.

d) The lease shall also be subject to the Rules, issued U/S 18 of the Mines & Minerals (D&R) Act, 1957.

e) The lessee shall pay to the Director of Mines and Geology in Karnataka, Bangalore, necessary Security Deposit for due observance of the terms and conditions of the lease in accordance with Rule 32 of the lease issued to him.

f) The lessee shall be governed by all conditions that may be incorporated in the lease deed, to be executed.

g) The lessee shall abide by the rules contained in the Karnataka State Forest Manual, if the lease area covers any forestland.

h) Government shall have the right of purchasing the ore at current market rates.

i) The lease would be determined if the lessee fails to commence execution of the lease deed.

j) The area mentioned above is subject to verification after actual survey and demarcation.

k) The lease shall be for a period of TwentyYears w.e.f. 16.04.1988.

l) The lessee/s shall pay dead rent, cesses and royalty as detailed below:-

DEAD RENT PAYABLE PER HECTARE PER ANNUM

Ist year of the lease	: Nil
2nd year to 5th year of the lease	: Nil
6th year to 10th year of the lease	: Nil
11th year of the lease & onwards	: Rs.400/-

Surface Rent: Rs.2.50 per hectare per annum on the area used by the lessee/s for mining purposes.

Local & other Cesses: As prevalent in Bellary district.

Royalty: At the rate prescribed in Second Schedule to the Mines & Minerals (D&R) Act, 1957 and as amended from time to time.

m) The total area held by the applicant/s under mining lease including the present one, shall not exceed 10 Sq.Km.

n) Mining operations shall not be commenced/conducted unless a qualified manager and other supervisory staff are appointed as required under the Matalliferous Mines Regulations, 1961 and relevant notices are sent to the Director-General of Mines Safety, Dhanbad with a copy of the same to the concerned Director of Mines Safety.

JAGADISH JOIS,

P.R. 692

Under Secretary to Govt. (Mines)
Commerce & Industries Department.

NOTIFICATION No. CI.154:MMM.2005 Bangalore, Dated: 24th November 2005

In pursuance of sub-section (2) of Section 8 of the Mines and Minerals (Development and Regulation) Act, 1957, the Government of Karnataka hereby accords sanction for First renewal of Mining Lease No.1324 for a period of 20 years (Twenty years only) w.e.f. 07.04.2006 in favour of Sri N.Manzor Ahamed for Iron ore over an area of 15.97 Hectares (Fifteen point ninety seven hectares only) in Venkatagiri village, Sandur taluk, Bellary district as per the sketch furnished by the Director of Mines and Geology, Bangalore subject to compliance of the provisions of the Mines and Minerals (Development and Regulation) Act, 1957 and Mineral Concession Rules, 1960 as amended from time to time and other applicable Acts and Rules including Forest (Conservation) Act, 1980 and rules made there under.

The renewal of this Mining Lease is subject to the conditions that the leaseholder obtains Forest clearance under Section 2 of F.C. Act, 1980 and also subject to the terms and conditions appended hereto.

By Order and in the name of the Governor of Karnataka

JAGADISH JOIS

Under Secretary to Government (Mines)

Commerce & Industries Department.

TERMS AND CONDITIONS OF THE FIRST RENEWAL OF MINING LEASE NO.1324 SANCTIONED IN GOVERNMENT NOTIFICATION NO. CI.154:MMM 2005 Dated 24.11.2005.

a) Mining lease should be in respect of Iron ore only. If other minerals are found in association with Iron ore, they should be brought to the notice of Government and if the lessee desires to mine these minerals along with Iron ore, he/she/it should do so only after the consent of Government is obtained in writing.

b) If berul or any other substance prescribed U/S 3 of the Atomic Energy Act, XXIX of 1948 is found to occur in the property under the lease, the lessee shall make available such mineral to the Government of India.

c) The lease shall also be subject to the provisions of Rules in Chapter IV of the Minerals Concession Rules, 1960.

d) The lease shall also be subject to the Rules, issued U/S 18 of the Mines & Minerals (D&R) Act, 1957.

e) The lessee shall pay to the Director of Mines and Geology in Karnataka, Bangalore, necessary Security Deposit for due observance of the terms and conditions of the lease in accordance with Rule 32 of the lease issued to him.

f) The lessee shall be governed by all conditions that may be incorporated in the lease deed, to be executed.

g) The lessee shall abide by the rules contained in the Karnataka State Forest Manual, if the lease area covers any forestland.

h) Government shall have the right of purchasing the ore at current market rates.

i) The lease would be determined if the lessee fails to commence execution of the lease deed.

j) The area mentioned above is subject to verification after actual survey and demarcation.

k) The lease shall be for a period of TwentyYears w.e.f. 07.04.2006.

l) The lessee/s shall pay dead rent, cesses and royalty as detailed below:-

DEAD RENT PAYABLE PER HECTARE PER ANNUM

Ist year of the lease	: Nil
2nd year to 5th year of the lease	: Nil
6th year to 10th year of the lease	: Nil
11th year of the lease & onwards	: Rs.400/-

Surface Rent: Rs.2.50 per hectare per annum on the area used by the lessee/s for mining purposes.

Local & other Cesses: As prevalent in Bellary district.

Royalty: At the rate prescribed in Second Schedule to the Mines & Minerals (D&R) Act, 1957 and as amended from time to time.

m) The total area held by the applicant/s under mining lease including the present one, shall not exceed 10 Sq.Km.

n) Mining operations shall not be commenced/conducted unless a qualified manager and other supervisory staff are appointed as required under the Matalliferous Mines Regulations, 1961 and relevant notices are sent to the Director-General of Mines Safety, Dhanbad with a copy of the same to the concerned Director of Mines Safety.

JAGADISH JOIS

P.R. 693

Under Secretary to Govt. (Mines)

Commerce & Industries Department.

HOME AND TRANSPORT SECRETARIAT

NOTIFICATION No. HD 211 PCR 2005, Bangalore, Dated: 21st November 2005

In pursuance of the Provisions contained in Section 6 of the Delhi Special Police Establishment Act, 1946 (Act XXV of 1946) read with Section 21 of the General Clauses Act, 1897 (Central Act X of 1897), the Government of Karnataka accords consent to the extension of powers and jurisdiction to the member of the Delhi Special Police Establishment to conduct part-investigation of RC 22(S)/2005-Hydrabad, in the State of Karnataka, for the offences punishable under Section 406 and 420 IPC against Dr. Helmut Schuster, Member of the Board of Scoda Auto Chairman of Volkswagen Pension Trust and Head of Volkswagen India Project, Shri Ashok Jain, Chief Adviser to Volkswagen India Project, and M/s Vashista Wahan (P) Ltd., and unknown others, for their fraudulent acts, and any other public servants or persons in relation to or in connection with the said offences and any other offences committed in the course of the transaction arising out of the same fact in regard to this case within the whole State of Karnataka.

By Order and in the name of the Governor of Karnataka,

R. RANGAMANI

P.R. 686

Under Secretary to Government,

Home and Transport Department. (Crimes).

HOME SECRETARIAT

NOTIFICATION No. HD 1039 SST 2005, Bangalore, Dated: 21st November 2005

In exercise of the powers conferred by Section 21 of the code of Criminal Procedure 1973 (Central Act 11 of 1974), the Government of Karnataka hereby appoint the officers specified in column (2) of the table below as Special Executive Magistrates for the area specified in column (3) of the said table and confer on them all the powers under the said code for the period from 1700 hours on 21.11.2005 to 0600 hours 28.11.2005 in order to maintain Law and Order in the city and District of Belgaum.

Sl. No.	Name & Designation of the Officer	Area of Jurisdiction
1.	Sri Prasad Kulkarni, Technical Assistant to Deputy Commissioner and Ex-officio to Deputy Director of Land Records, Belgaum	Belgaum Rural PS Area
2.	Sri R.T. Jangal, Executive Engineer, PWD, Belgaum	Udyambag PS Area
3.	Sri Sangamesh, Municipal Tahsildar, Deputy Commissioner Office, Belgaum	Marihal PS Area
4.	Sri N.D. Achanur, Executive Officer, Taluk Panchayat, Belgaum	Kakati PS Area

By Order and in the name of the Governor of Karnataka,

R.A. KULAKARNI

P.R. 687

Under Secretary to Government,

Home Department. (Law and Order).

ಕಂದಾಯ ಸಚಿವಾಲಯ

ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ: ಕಂ.ಇ. 653 ಮುನೋಮು 2005, ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 14ನೇ ನವೆಂಬರ್ 2005

ನೋಂದಣಿ ಮತ್ತು ಮುದ್ರಾಂಕ ಕಾಯ್ದೆ 1957ರ (1957ರ ಕರ್ನಾಟಕ ಕಾಯ್ದೆ-34) ಕಲಂ 9(1)ಬಿ ರೊಂದಿಗೆ, ಕರ್ನಾಟಕ ಮುದ್ರಾಂಕ ನಿಯಮಗಳು, 1958ರ ನಿಯಮ 11-ಎ (3)ರಲ್ಲಿ ಪ್ರದತ್ತವಾದ ಅಧಿಕಾರವನ್ನು ಚಲಾಯಿಸಿ, ಮೆ: United Breweries (Holdings) Limited ಇವರು ಒಟ್ಟು 7,07,99,930/- ರೂಪಾಯಿಗಳ ಮೌಲ್ಯದ ಷೇರುಗಳನ್ನು ವಿತರಿಸಲು ತಗಲುವ ಮುದ್ರಾಂಕ ಶುಲ್ಕವನ್ನು ದಿನಾಂಕ:3.11.2005 ರಂದು ಒಟ್ಟು 70,800/- (ಎಪ್ಪತ್ತು ಸಾವಿರದ ಎಂಟು ನೂರು ರೂಪಾಯಿಗಳು ಮಾತ್ರ) ರೂಪಾಯಿಗಳನ್ನು ಸಂದಾಯಿಸಿರುತ್ತಾರೆಂದು ಕರ್ನಾಟಕ ಸರ್ಕಾರವು ಪ್ರಕಟಿಸುತ್ತದೆ.

ಸರ್ಕಾರದ ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ ಕಂಇ 653 ಮುನೋಮು 2005 ದಿನಾಂಕ:14.11.2005ರ ಪ್ರಕಾರ ಸಂಚಿತ ಮುದ್ರಾಂಕ ಶುಲ್ಕವನ್ನು ಮೊದಲ ಬಾರಿಗೆ ಸಂದಾಯಿಸಲಾಗಿದೆ, ಎಂಬ ಪದಗಳನ್ನು ಷೇರು ಪತ್ರಗಳ ಮೇಲೆ ಮುದ್ರಿಸಿ ಬಿಡುಗಡೆ ಮಾಡಲು ಸರ್ಕಾರವು ಅನುಮತಿ ನೀಡಿದೆ.

ಕರ್ನಾಟಕ ಮುದ್ರಾಂಕ ನಿಯಮಾವಳಿಗಳ ನಿಯಮ 11-ಎ (3)ರ ಪ್ರಕಾರ ಸದರಿ ಸಂಸ್ಥೆಯು ವರ್ಗಾಹಿಸಿದ ನಿರ್ದಿಷ್ಟ ಸಂಖ್ಯೆಯ ಬೋನಸ್ ಷೇರುಗಳ ವರದಿಯನ್ನು ಸರ್ಕಾರಕ್ಕೆ ತಪ್ಪದೇ ಕಳುಹಿಸತಕ್ಕದ್ದು ಹಾಗೂ ಕರ್ನಾಟಕ ಮುದ್ರಾಂಕ ನಿಯಮಾವಳಿಯಲ್ಲಿನ ನಿಯಮ 11-ಎ(4)ರ ಪ್ರಕಾರ ಸರ್ಕಾರದ ಸಂಬಂಧಪಟ್ಟ ಅಧಿಕಾರಿಗಳು ಬೋನಸ್ ಷೇರುಗಳ ವಿತರಣೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ನಿರ್ವಹಿಸಲಾದ ರಿಜಿಸ್ಟರ್ ಪುಸ್ತಕ, ದಾಖಲೆಗಳನ್ನು ಪರಿಶೀಲಿಸಲು ಮತ್ತು ತಪಾಸಣೆ ನಡೆಸಲು ಸದರಿ ಸಂಸ್ಥೆಯು ಅವಕಾಶ ನೀಡತಕ್ಕದ್ದು.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆಜ್ಞಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ,

ಡಿ.ಎನ್. ಶ್ರೀಮುಖಿ

ಪಿ.ಆರ್. 690

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,

ಕಂದಾಯ ಇಲಾಖೆ, (ನೋಂದಣಿ ಮತ್ತು ಮುದ್ರಾಂಕ)

ಒಳಾಡಳಿತ ಸಚಿವಾಲಯ

ಅಧಿಸೂಚನೆ

ಸಂಖ್ಯೆ: ಒಸಾಇ 125 ಪಿಎಂಎಸ್ 2004, ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 22ನೇ ನವೆಂಬರ್ 2005

1872 ಇಂಡಿಯನ್ ಕ್ರಿಶ್ಚಿಯನ್ ಮ್ಯಾರೇಜ್ ಕಾಯಿದೆಯ 6 ಮತ್ತು 9ನೇ ಕಲಂನಲ್ಲಿ ಪ್ರದತ್ತವಾಗಿರುವ ಅಧಿಕಾರವನ್ನು ಚಲಾಯಿಸಿ ಇಂಡಿಯನ್ ಕ್ರಿಶ್ಚಿಯನ್ ಮ್ಯಾರೇಜ್ (ಕರ್ನಾಟಕ) ನಿಯಮಗಳು 1961 ರಂತೆ ಕಾರ್ಯನಿರ್ವಹಿಸಲು ಪಾಸ್ಟರ್ ಎ.ಎಂ ಫ್ರಾನ್ಸಿಸ್, ಪರೋಶಿಯಾ ಬೈಬಲ್ ಸ್ಟುಡೆಂಟ್ ಅಸೆಂಬ್ಲಿ(ರಿ) ನಂ.8, ರೈಲ್ವೆ ಪ್ಯಾರಲಲ್ ರೋಡ್, ಯಶವಂತಪುರ, ಬೆಂಗಳೂರು - 560022 ಇವರಿಗೆ ಮೇಲಿನ ಕಾಯ್ದೆಯಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕದಲ್ಲಿ ವಿವಾಹ ವಿಧಿಯನ್ನು ನೆರವೇರಿಸಲು ಸದರಿ ಕಾಯ್ದೆಯಡಿಯಲ್ಲಿ ಸೂಚಿಸಿರುವ ಷರತ್ತುಗಳನ್ನು ಪೂರೈಸುವ ಷರತ್ತಿಗೊಳಪಟ್ಟು ಅನುಮತಿಯನ್ನು ಈ ಮೂಲಕ ನೀಡಿದೆ.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆಜ್ಞಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ,

ಪಿ.ಆರ್. 694

ಸಿ. ಬಸವರಾಜು

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,

ಒಳಾಡಳಿತ ಇಲಾಖೆ, (ರಹದಾರಿ ಮತ್ತು ವಿದೇಶಿಯರು)

HOME AND TRANSPORT SECRETARIAT

NOTIFICATION

No. HD 172 PRA 2005, Bangalore, Dated: 19th November 2005

Whereas the draft of the following Rules to amend the Karnataka Prison Rules 1974 was published as required by Section 63 of the Karnataka Prisons Act 1963 (Karnataka Act 33of 1963) in Notification No. HD 172 PRA 2005 dated 26.07.2005 in part IV-A of the Karnataka Gazette Extra ordinary dated 26.07.2005 inviting objection and suggestions from all persons likely to be affected within thirty days from the date of its publication in the official Gazette.

And, whereas the said Gazette was made available to the public on 26.07.2005.

And whereas the objection and suggestions received in respect of the said have been considered by the state Government.

Now, therefore, in exercise of the powers conferred by Section 63 of the Karnataka Prisons Act 1963 (Karnataka Act 33 of 1963) the Government of Karnataka hereby makes of the following Rules namely.

RULES

I. Title and commencement:-

1) These rules may be called the Karnataka Prisons (Amendment) Rules, 2005.

2) They shall come into force from the date of their publication in the Official Gazette.

II. Amendment of rule 80:-

In rule 80 of the Karnataka Prisons Rules, 1974,-

1) In sub-rule (5), after the words and figures "Steel Bowl-1" the words and figures "Steel Glass-1" shall be inserted;

2) In sub-rule (11), for the words and figures "Mug and Bowl-2 years" the words and figures "Mug and Bowl; Steel Glass-2 years" shall be substituted.

By Order and in the name of the Governor of Karnataka,

T. KRISHNAMURTHY

P.R. 695

Under Secretary to Government,

Home and Transport Department. (Prisons & Cinema)

HIGH COURT OF KARNATAKA

NOTIFICATION

No. RPS. 126/2003, Bangalore, Dated: 1st December, 2005

In exercise of the powers conferred under Section 16(2) of the Advocates' Act, 1961, the High Court of Karnataka is pleased to designate the following Advocates, as Senior Advocates from the date of this Notification.

Sriyuths

1. M.S. Gopal
2. Yoga Narasimha
3. Jayavittal Rao Kolar
4. D.L.N. Rao
5. M.S. Rajendra Prasad
6. N. Devhadass
7. D.N. Nanjunda Reddy

By Order of the High Court,

P.R. 696

N. ANANDA

Registrar General.